TABLE OF CONTENTS

PART ONE: Getting Started

Chapter 1: Quick Guide 1
Learning the Basics 1
Starting the PaperPort Software 2
The Practice Example 3
Selecting and Deselecting Items 4
Saving an Item 4
Stacking Pages 5
Displaying an Item in Page View 7
Organizing and Finding Scanned Items 8
Adding Comments to a Page 10
Exiting the PaperPort Software 12
Getting the Most from PaperPort 12
Sending a Fax with PaperPort 13
Printing a Spreadsheet to the PaperPort Desktop 14
Letting PaperPort Do Your Typing (with OCR) 16
Scanning Photos 18

PART TWO: Using PaperPort

Chapter 2: Scanning Items 23
Scanning to Get the Best Image 23
Changing Brightness 25
Tips for Scanning Groups of Items 25
Improving the Image Quality 26
Cleaning Pages 29
Setting Desktop Preferences 31
Scanning with an HP Scanner 32

Chapter 3: Working on the PaperPort Desktop 35
Working in Desktop View 36
The Command Bar 36
Displaying and Hiding Desktop Features 38
Moving Thumbnails 39
Deleting Items 39
Giving Titles to Items 40
Working in Page View 42
The Command Bar 42
The Annotation Tools 43
Displaying and Hiding the Annotation Tool Bar 44
Zooming In or Out on a Page 44
Fitting an Item into a Window 44
Panning an Item 45
Inverting an Item 45
Rotating Pages 46
Switching Views 47
PaperPort Automatically Saves 47
Selecting and Deselecting Items 48
Undoing an Action 49

Chapter 4: Working with Stacks 51
Stacking Items 52
Using Drag and Drop to Create Stacks 53
Using the Stack Command 54
Moving Between Pages in a Stack 55
Unstacking Pages 56
Reordering Pages in a Stack 57
Inserting a Page into a Stack 58
Duplicating Items 59

Chapter 5: Getting Organized with Personal Folders 61
An Example: Keeping Track of Your Medical Bills 62
Suggestions for Your Personal Folders 63
About the Folders 64
Filing Items in Folders 65

Displaying All the Items in a Folder 67
Seeing What Is in a Folder 68
Creating New PaperPort Folders 70
Giving a Folder a New Title 71
Displaying the Folders 71
Adjusting the Folders Column Width 72
Deleting Folders 74

Chapter 6: Getting Items On and Off the PaperPort Desktop 75
Importing Files from Other Applications 76
Working with Color and Grayscale Images 77
Importing PaperPort Items Saved as Files 78
Finding Files to Import 79
Exporting PaperPort Items 80
Exporting Files with Compression 83
Printing from Other Applications 84
Adding Summary Information to Items 85
Finding Items 86
Finding Annotations 90
Using Windows Object Linking and Embedding 91
Additional Ways To Use OLE 93
Editing an OLE Object 94

Chapter 7: Annotating Items 97
A Look at the Annotation Tools 98
Copying, Cutting, and Pasting Information 98
Copy and Paste Options 99
Cropping an Image 101
Working with Sticky Notes 102
Adding Sticky Notes 103
Collapsing and Expanding Sticky Notes 104
Adding Text to a Page 105
Highlighting Information 106
Adding Freehand Annotations 107
Drawing Lines and Arrows 108

Creating a New Item 109
Adding Graphics to Items 109
Fine-Tuning Annotations 111
Selecting the Font and Color 111
Editing Annotation Text 114
Moving and Resizing Annotations 114
Copying, Cutting, and Pasting Annotations 115
Displaying and Hiding Annotations 116
Undoing Annotations 116
Deleting Annotations 117

Chapter 8: Using PaperPort Links 119
Overview of Using Links 120
The PaperPort Links 120
Basic Steps for Using Links 122
Converting Text with OCR Software 122
Processing Text Using OCR Software 123
Printing Items 124
Using PaperPort with an Electronic Fax 125
Reading Faxes in PaperPort 126
Using PaperPort with E-mail 127
Using PaperPort with Lotus cc:Mail 127
Displaying E-mail Messages Sent from PaperPort 128
Setting Link Preferences 128

PART THREE: Appendixes

Appendix A: Messages 137
Link Messages 138
Memory Messages 139
Desktop Messages 141
Disk and File Messages 141
Other Messages 142

Appendix B: Troubleshooting 145
Image Quality and Appearance 145
Printing Problems 147
Electronic Fax Problems 148
OCR Problems 148
Importing and Exporting Files 149
Missing E-Mail Links 150

Appendix C: Obtaining and Installing PaperPort Viewer 153
Obtaining Extra Copies of PaperPort Viewer 154
Installing PaperPort Viewer for Windows 154
Hardware and Software Requirements 154
Installing from the PaperPort CD 155
Installing from Disks 155
Installing PaperPort Viewer for Macintosh 156
Hardware and Software Requirements 156
Using the Macintosh Installer 156
Starting PaperPort Viewer 157

Appendix D: Technical Information 159
Installation Log 159
Uninstalling PaperPort 159
PaperPort Software Specifications 160

Glossary 163

Index 169

Contacting Visioneer 177

Calibration Page

PART ONE

Getting Started

Table of Contents

CHAPTER 1

Quick Guide

"Learn by doing."
—Anonymous (Proverb)

Welcome to the *PaperPort 3.6 Software User's Guide*. This first chapter is a quick guide that explains how to use the PaperPort software. The quick guide has two major sections:

- "Learning the Basics" will help you to quickly get acquainted with the basic features of the PaperPort software. If you are in a hurry to get started, this section contains what you need.
- "Getting the Most from PaperPort" shows you how to do certain special tasks by using several practice exercises.

Learning the Basics

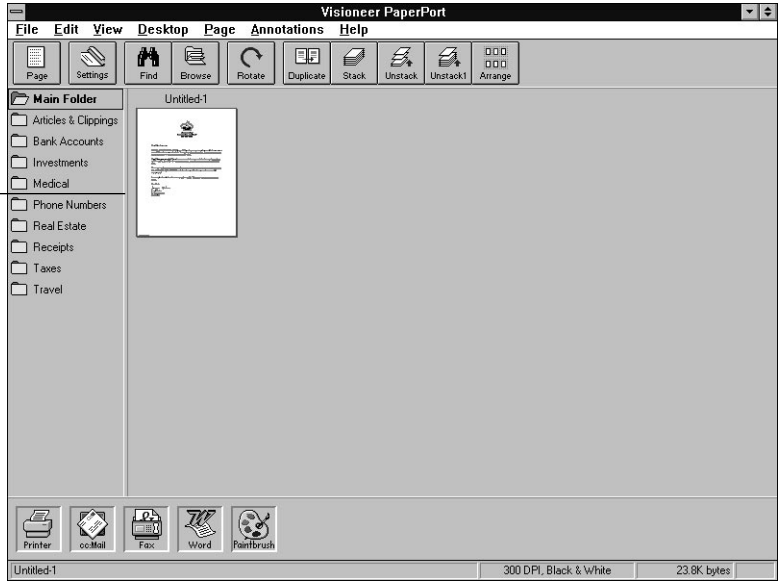
The practice exercises in this section show you how to:

- Select and deselect items
- Save items automatically without using a Save command
- Combine single items into a multipage item
- Display an item in separate views
- Organize items in folders
- Add comments (called **annotations**) to an item

STARTING THE PAPERPORT SOFTWARE

The easiest way to start the PaperPort software is to simply scan an item. When scanning is complete, the PaperPort software starts automatically and the PaperPort Desktop, or Desktop View, appears.

A thumbnail—a small image representing the item you scanned—appears on the PaperPort Desktop. The following sample shows the item's thumbnail on the PaperPort Desktop.



Thumbnail of the scanned image

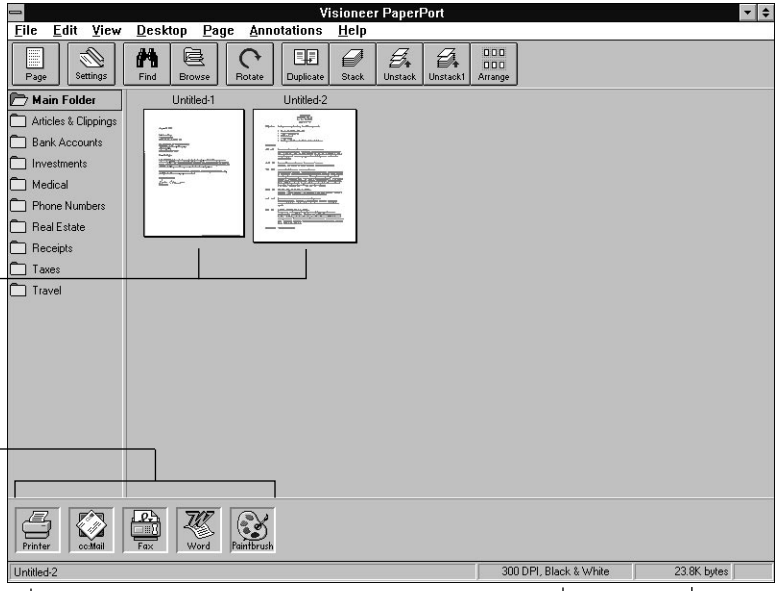
You can also start the PaperPort software without scanning an item by:

PaperPort

- Double-clicking the PaperPort icon in the Program Manager.
- Pushing the PaperPort button on your scanner.
- Printing to the PaperPort Desktop from another application. For more information, see Chapter 6, "Getting Items On and Off the PaperPort Desktop."
- Starting PaperPort from the Windows File Manager as you would any other application.

The Practice Example

The practice exercises in "Learning the Basics" use two scanned pages consisting of a cover letter and resumé as shown in the following figure.



The Command Bar has shortcuts for choosing menu commands, such as switching views or finding items.

Thumbnails—images of scanned items.

The Link Bar contains icons for printing, sending a fax or an e-mail message, reading text into your word-processing application, sending scanned items to other applications, and using Paintbrush.

Name of selected item

Scan setting for the selected item

File size

▼ **NOTE:** If you want to follow along with these practice exercises on your computer, you can scan any two pages into PaperPort.

Selecting and Deselecting Items

After you scan an item, it is automatically highlighted, or selected, on the PaperPort Desktop. A selected item has a red (or dark) line around it. To work with a scanned item—for example, to move an item, to drag an item to a link, or to display an item in Page View—you must select it.

To select or deselect an item:

1. Click any empty space on the PaperPort Desktop. Notice that both untitled thumbnails are no longer selected.

   Newly scanned items are untitled until you give them a name. You'll see how to do that in the next few pages.

2. Click one of the thumbnails, such as Untitled-2, to select it. Untitled-2 is highlighted.

3. To deselect the item, click another item or click anywhere on the PaperPort Desktop.

▼ **TIP:** To select multiple items, click each thumbnail while holding down the Shift key or the Ctrl key, or click on the PaperPort Desktop and drag a rectangle around the items to select.

Saving an Item

Because PaperPort automatically saves an item after you scan it or make changes to it, you do not need to use a Save command to save an item that is on the PaperPort Desktop.

You might want to save an item when you want the item in another file format—for example, BMP or TIFF. Using the Export command, you can save an item and then open the item in another application. With the Export command, you can also save an item as a file. For more information, see Chapter 6, "Getting Items On and Off the PaperPort Desktop."

Stacking Pages

When you scan individual pages, you can combine the thumbnails for those pages into a stack. For example, if you have scanned a 10-page report, 10 individual thumbnails appear on the PaperPort Desktop. By stacking the thumbnails, you can work with the report as a single item.

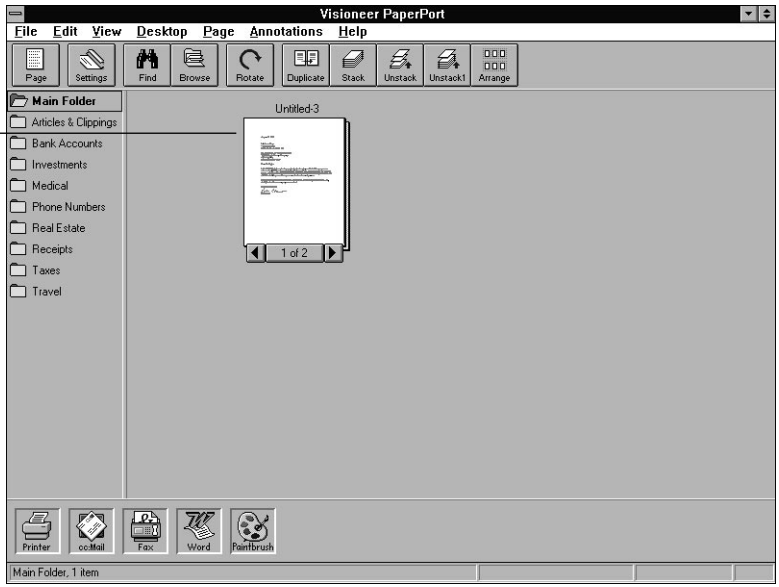
In this section, you will practice using the drag-and-drop method to create a stack. For more information about stacking items, see Chapter 4, "Working with Stacks."

To create a stack using the drag-and-drop method:

1. Click an empty space on the PaperPort Desktop. Make sure that no items are selected.
2. Drag and drop the item onto the other item. To drag and drop, select the item and hold down the mouse button. Using the mouse, drag the item until it is on top of the page that you want underneath it. When the other item is highlighted, release the mouse button.

For this exercise, drag and drop the cover letter on top of the resumé. You now have the stack Untitled-3 on the PaperPort Desktop.

PaperPort creates a new, untitled item.



3. Assign a title to the stack with the cover letter and resumé.

Select the item and click its title.

Type a new title and press Return.

The item now has a new title.

You use the same process to give titles to individual pages.

Displaying an Item in Page View

Page View displays the details of the current page so that you can get a close-up of a page's information or add comments to a page.

To view a stack in Page View:

1. On the PaperPort Desktop, double-click the stack, or select the stack and click the **Page** icon on the **Command Bar**. The first page of the stack appears in Page View, as shown in the following figure.

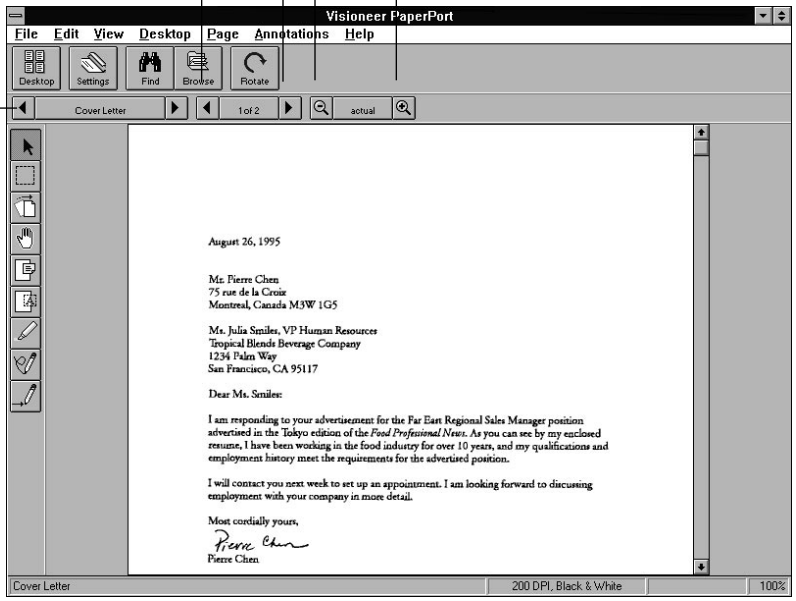
The Page Navigator displays the previous or next page when you click the left or right arrow. Click the middle of the Page Navigator to go to a specific page.

The Zoom Navigator reduces the page (zoom out) or magnifies the page (zoom in). Click the middle of the Zoom Navigator to return the page to its actual (100%) size.

The Document Navigator displays the previous or next item on the PaperPort Desktop or a list of all items.

Use the Annotation Tool Bar for adding notes, highlighting areas, or cutting and pasting a section.

The Status Bar shows the item's title, scanned dpi, or the page's percentage of enlargement or reduction when the cursor is in the page boundaries.


Visioneer PaperPort
File Edit View Desktop Page Annotations Help
Desktop
Settings
Find
Browse
Rotate
Cover Letter
1 of 2
actual
August 26, 1995
Ms. Pierre Chen
75 rue de la Croix
Montreal, Canada M3W 1G5
Ms. Julia Smiles, VP Human Resources
Tropical Blends Beverage Company
1234 Palm Way
San Francisco, CA 95117
Dear Ms. Smiles:
I am responding to your advertisement for the Far East Regional Sales Manager position advertised in the Tokyo edition of the Food Professional News. As you can see by my enclosed resume, I have been working in the food industry for over 10 years, and my qualifications and employment history meet the requirements for the advertised position.
I will contact you next week to set up an appointment. I am looking forward to discussing employment with your company in more detail.
Most cordially yours,
Pierre Chen
Pierre Chen
Cover Letter
200 DPI, Black & White
100%

2. Click the right arrow in the Page Navigator to move forward one page. Click the left arrow to move backward one page.

▼ **TIP:** To go to a specific page, click the middle of the Page Navigator (where it displays the number of pages). Enter the page number when the Go To Page dialog box appears.

Organizing and Finding Scanned Items

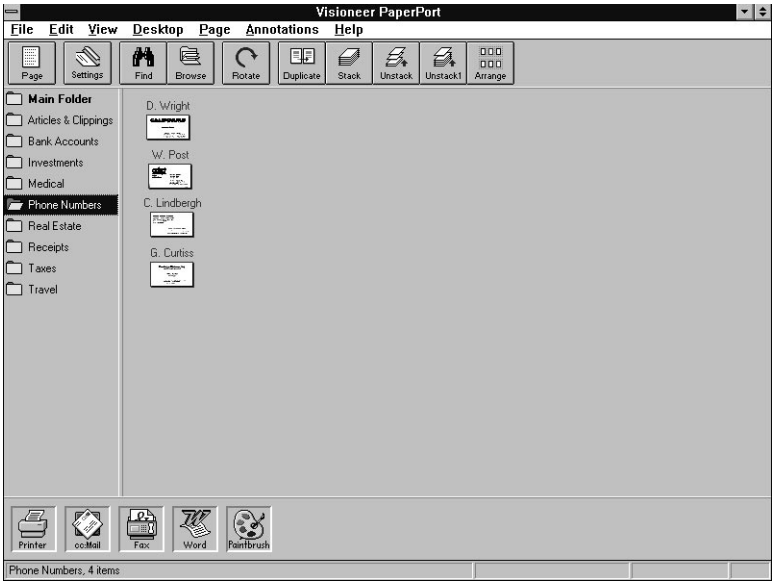
As you use PaperPort, you will probably scan literally hundreds of items, ranging from business correspondence and tax receipts, to your personal letters and interesting articles that you want to keep. Using PaperPort's personal folders, you can quickly organize and store your important papers. Using Paperport's browse and find features, you can just as quickly find the scanned items again.

To organize your scanned items in PaperPort folders:

1. In the PaperPort Desktop View, select the item.
2. Drag the item into a folder. The following example shows a business card being dragged into a folder.

When the pointer is this shape:

...the item is not correctly positioned on a folder title, or you are trying to drop it onto the folder where the item is already filed.



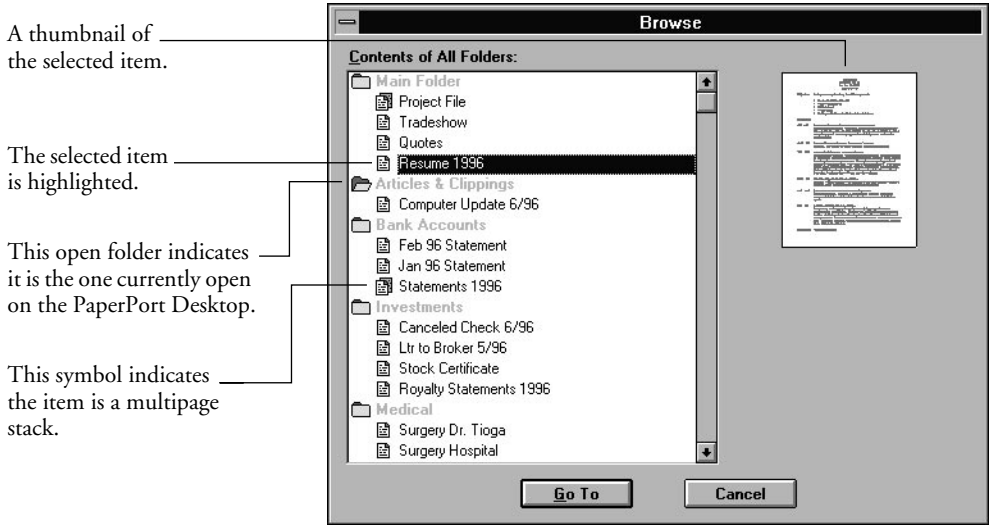
3. When you release the mouse button, the folder flashes to let you know that the item is safely stored in that folder.

To see the items in a folder:

- Click the folder to open it. All of its items appear on the PaperPort Desktop. (You may need to scroll the PaperPort Desktop window to see all of the items.)

To see a list of items in the folders:

1. From the **Edit** menu, choose **Browse**, or click the **Browse** button on the **Command Bar**.
2. The Browse dialog box appears. From the Desktop View, the dialog box lists all of the folders and their contents as shown here. From Page View, the dialog box lists the items in the folder that is already open.



3. Select an item in the list. Its thumbnail is displayed so that you can determine if it is the item you want.
4. Click **Go To**. That item is selected and ready for you to work with it.

PaperPort also has extensive search and retrieval features so that you can find items based on their titles, text, date, and so forth. For more details about finding and retrieving items, see Chapter 6, "Getting Items On and Off the PaperPort Desktop."

Adding Comments to a Page

After you have displayed an item in Page View, you can use the Annotation Tool Bar to add various types of comments, or **annotations**, to a page. For example, the Highlighter tool highlights text in the same way as a felt-tip marker. You can select a color and then highlight the text. You can also use the Sticky Note tool to create notes and place them in a document—just like real sticky notes.

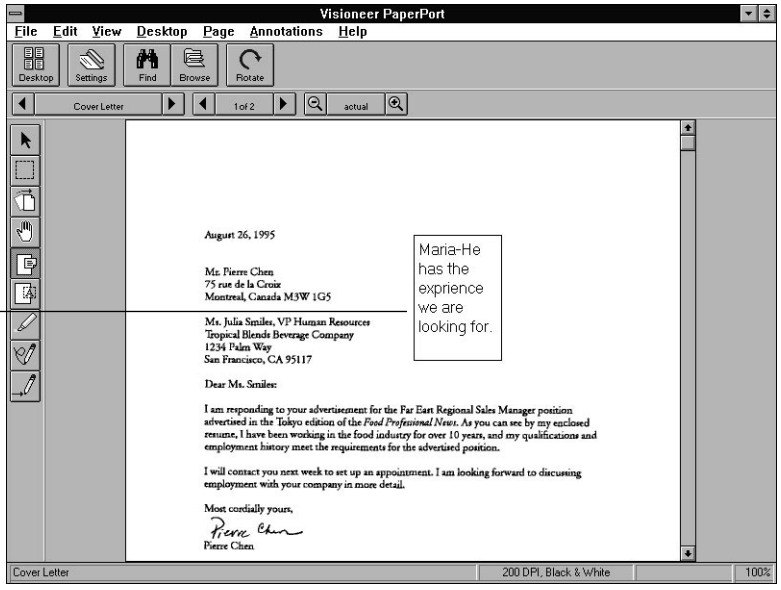
In the next exercise, you will practice using the Sticky Note tool. For more information about using the Annotation tools, see Chapter 7, "Annotating Items."

To add a sticky note:

1. On the PaperPort Desktop, double-click an item, or select the item and click the **Page** icon on the **Command Bar**. The page appears in Page View.

2. On the **Annotation Tool Bar**, click the **Sticky Note** icon. The cursor changes to a small sticky-note symbol with a **crosshair**.
3. Position the cursor where you want to add the sticky note.
4. Click anywhere in the item. The default note size appears and is ready for you to begin typing. The following figure shows a sample of a note border.

5. Type the note, as shown in the following figure.

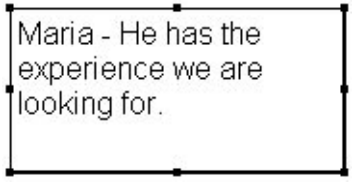

Visioneer PaperPort
File Edit View Desktop Page Annotations Help
Desktop
Settings
Find
Browse
Rotate
Cover Letter
1 of 2
actual
August 26, 1995
Ms. Pierre Chen
75 rue de la Croix
Montreal, Canada M3W 1G5
Ms. Julia Smiles, VP Human Resources
Tropical Blends Beverage Company
1234 Palm Way
San Francisco, CA 95117
Dear Ms. Smiles:
I am responding to your advertisement for the Far East Regional Sales Manager position advertised in the Tokyo edition of the Food Professional News. As you can see by my enclosed resume, I have been working in the food industry for over 10 years, and my qualifications and employment history meet the requirements for the advertised position.
I will contact you next week to set up an appointment. I am looking forward to discussing employment with your company in more detail.
Most cordially yours,
Pierre Chen
Maria-He has the exprience we are looking for.
Cover Letter
200 DPI, Black & White
100%

Sample sticky note

6. Practice changing the size and shape of the note. Click the **Pointer** icon on the **Annotation Tool Bar**, and select the note.

7. To resize the note box, drag one of the handles.

Drag the handle diagonally to change the size of the note.



8. From the **View** menu, choose **Desktop View,** or click the **Desktop** icon on the **Command Bar** to display the PaperPort Desktop.

Exiting the PaperPort Software

To exit the PaperPort software:

- From the **File** menu, choose **Exit**.

The next time you start PaperPort, all the items will appear on the PaperPort Desktop in the same position as when you quit.

Getting the Most from PaperPort

Now that you know the basics of using the PaperPort software, you are ready to learn how powerful it can be. For example, PaperPort automatically links to supported applications that are already installed on your computer, such as electronic fax, graphics, or word-processing applications. You can use a PaperPort link to send an item to the linked application right from the PaperPort Desktop.

This section shows how to do some typical tasks using PaperPort features, including:

- Sending a PaperPort item by using the electronic fax software
- Printing to the PaperPort Desktop from another application
- Changing a PaperPort item from an image to text
- Scanning photographs and adjusting the scan settings

SENDING A FAX WITH PAPERPORT

To send a fax with PaperPort, your computer must have:

- A fax modem.
- Fax software for your fax modem. If you have fax software that PaperPort recognizes, it automatically displays a Fax link icon on the Link Bar, and no special setup is needed. To add other fax software to the Link Bar, see Chapter 8, "Using PaperPort Links."

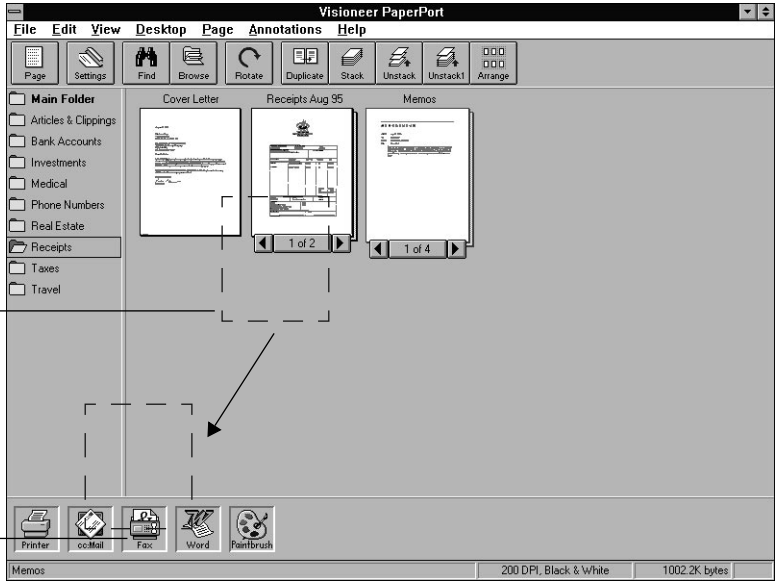
The following example shows you how to send a scanned item as an electronic fax using the drag-and-drop method. For example, you have scanned several invoices and stacked them, and you now want to fax them to your bookkeeper. This section shows how drag and drop works.

To send a fax from PaperPort:

1. On the PaperPort Desktop, select the stack that you want to send, and hold down the mouse button.
2. While holding down the mouse button, drag the stack onto the **Fax** icon on the **Link Bar**, as shown in the following figure.

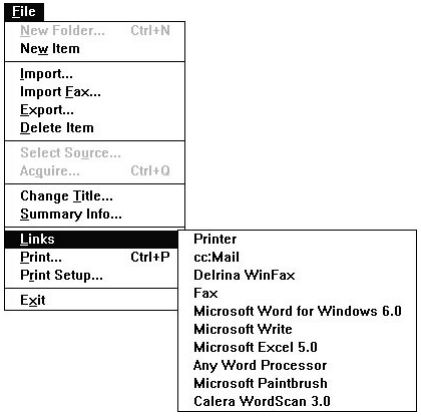
The dotted rectangle shows what happens as you drag the selected stack.

When the Fax icon is highlighted, release the mouse button.



3. Release the mouse button when the Fax icon is highlighted. The fax application starts.
4. Send the fax as you normally would.

▼ **NOTE:** You can also send a fax from Page View. Choose Links from the File menu, and then choose the name of your fax application from the submenu. For more information about sending a fax, see Chapter 8, "Using PaperPort Links."



Printing a Spreadsheet to the PaperPort Desktop

In the following example, you want to send an income tax form and a spreadsheet from PaperPort to your accountant. You have the form on paper, but the spreadsheet is in a spreadsheet program, such as Microsoft Excel. You could print the spreadsheet and scan it, but there is an easier way: printing to the PaperPort Desktop.

To print a spreadsheet to the PaperPort Desktop:

1. Scan the tax form, and display it on the PaperPort Desktop.

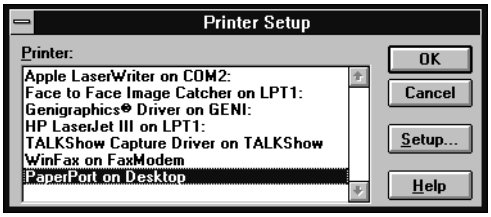
   Now you want to get the spreadsheet from Excel onto the PaperPort Desktop. (You can get documents from other applications into PaperPort, not just from spreadsheets.)

2. Start Excel and open the spreadsheet file.

3. From Excel's **File** menu, choose **Page Setup.** In the Page Setup dialog box, click **Print**, and then click the **Printer Setup** button.

   Other applications have different steps for selecting a printer; for example, in Microsoft Word, choose **Print** from the **File** menu, and then click **Printer** to select PaperPort on Desktop as the current printer. Usually the command to select a printer is found in an application's **File** menu.

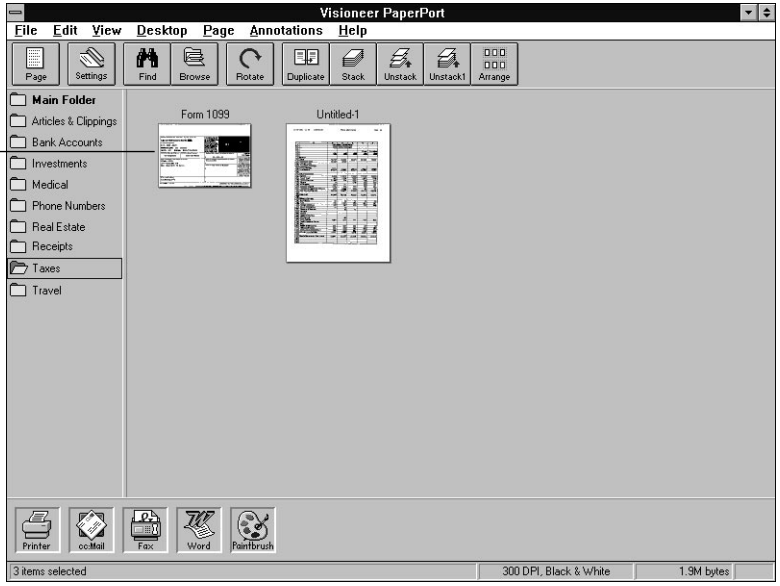
   The dialog box for setting up the printer appears. The following dialog box is from Microsoft Excel.



4. Select **PaperPort on Desktop** as the printer.
5. Click **OK**. Instead of being printed to the printer, the spreadsheet is printed to the PaperPort Desktop.

The PaperPort Desktop appears and displays the spreadsheet as a PaperPort image.

The PaperPort Desktop displays the form that you scanned and the spreadsheet that was printed to the PaperPort Desktop from Excel.



If you want to fax the form and the spreadsheet, first stack the items and then drag and drop the stack onto the Fax icon on the Link Bar.

Letting PaperPort Do Your Typing (with OCR)

When you scan an item, it is an image (or a picture), and you cannot edit its text. However, using the OCR software that is shipped with PaperPort or using a PaperPort-supported OCR application, you can convert the image into text and read the text into your word-processing application. That process changes the scanned image into "real" text that you can edit.

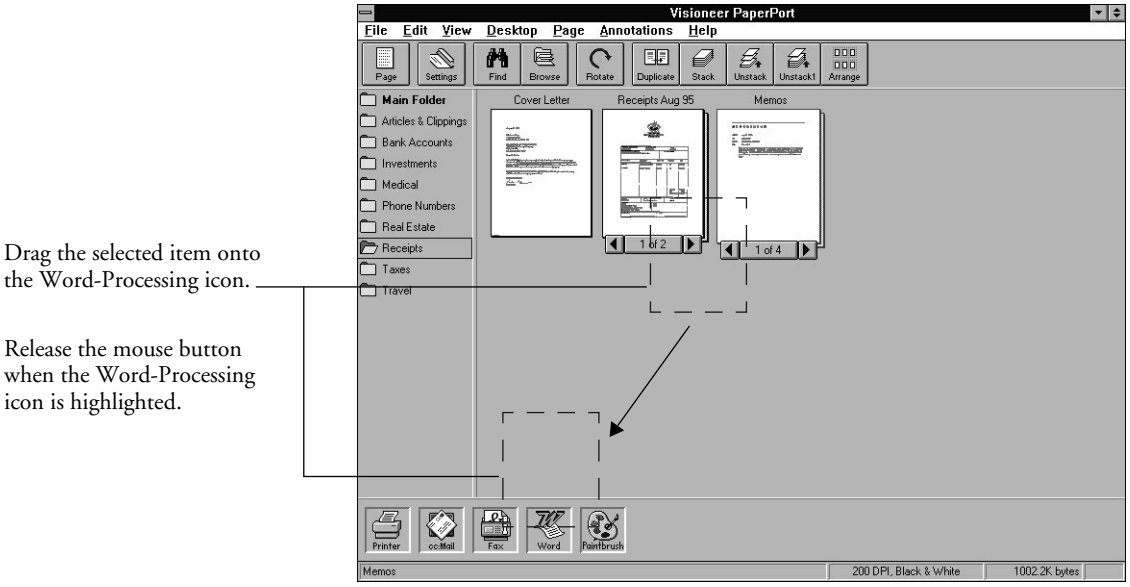
If you want to edit a printed page but do not want to use a red pencil, you can scan the page, read it into your word processor, and then edit the page online.

▼ **NOTE:** The OCR software may not always convert all text with 100 percent accuracy; therefore, check the document for spelling errors while editing it.

To convert a PaperPort item to text:

1. Scan the item if you have not already done so.
2. Select the item on the PaperPort Desktop.
3. Drag and drop the selected item onto the **Word-Processing** icon on the **Link Bar**.

   If Page View is displayed, choose **Links** from the **File** menu. Then choose your word processor from the **Links** submenu.



   The OCR application reads the text into your word-processing application. The word-processing application starts.

4. Edit the text in the word processor.

You can also drag and drop a spreadsheet onto a Spreadsheet icon. In that case, the OCR software converts the numbers and text, then opens the spreadsheet application. In most cases, the column-by-column structure of the original spreadsheet is maintained with the converted numbers and text. To learn more about using the OCR link, see Chapter 8, "Using PaperPort Links."

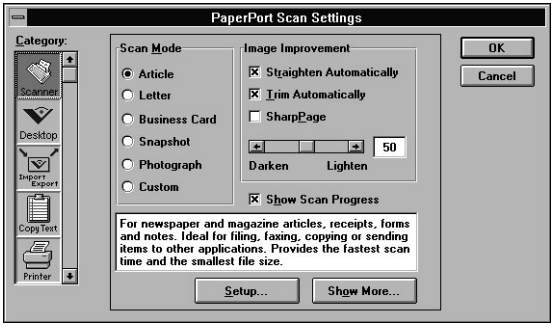
Scanning Photos

With PaperPort, you can scan pictures of your kids, the family dog, office mates, real estate, special events, and even magazine advertisements. For example, you could scan a photograph of a family member, attach it to an e-mail message, and mail the image to a coworker.

Before scanning the photograph, select the Photograph mode in the PaperPort Scan Settings.

To scan a photo:

1. Click the **Settings** button on the **Command Bar**, or from the **Edit** menu, choose **Preferences** and click the **Scanner** button. The PaperPort Scan Settings dialog box appears.



▼ **NOTE:** If the PaperPort software is not running, you can also press the PaperPort button on the scanner to see the PaperPort Scan Settings dialog box.

2. In the Scan Mode options, select **Photograph**.

3. Click **OK**.
4. Scan your photo.

▼ **TIP:** You may need to adjust the Image Improvement setting, making it either darker or lighter, to make the photo look the way you want.

Table of Contents

PART TWO

Using PaperPort

Table of Contents

CHAPTER 2

Scanning Items

"Art is the technique of communication. The image is the most complete technique of all communication."
—Claes Oldenburg

This chapter tells you how to use the PaperPort software when scanning, including how to:

- Produce the best quality image
- Change the PaperPort Desktop settings
- Scan with other scanners

Scanning to Get the Best Image

The PaperPort software always attempts to produce the perfect image. However, there are times when you can improve the quality of a particular image by:

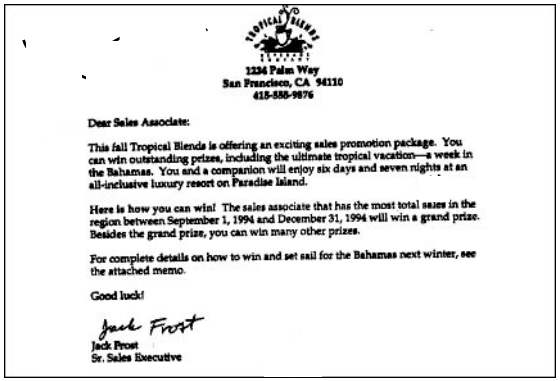
- Changing the brightness of a scan
- Straightening the pages and trimming the black edges from them
- Cleaning the pages

You can use the options in the PaperPort Scan Settings dialog box to improve image quality.

See the installation guide that you received with your scanner for more information about setting the scan mode.

▼ **TIP:** You can quickly display the PaperPort Scan Settings dialog box by pressing the PaperPort button.

Use the Scan Settings and PaperPort commands for improving the images if the items that you want to scan are dirty or are too light or too dark. The following are some samples along with suggestions for getting a better image.



1234 Palm Way
San Francisco, CA 94110
415-555-9876

Dear Sales Associate:

This fall Tropical Blends is offering an exciting sales promotion package. You can win outstanding prizes, including the ultimate tropical vacation—a week in the Bahamas. You and a companion will enjoy six days and seven nights at an all-inclusive luxury resort on Paradise Island.

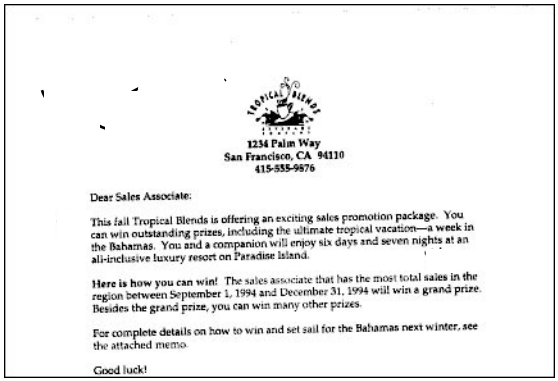
Here is how you can win! The sales associate that has the most total sales in the region between September 1, 1994 and December 31, 1994 will win a grand prize. Besides the grand prize, you can win many other prizes.

For complete details on how to win and set sail for the Bahamas next winter, see the attached memo.

Good luck!

Jack Frost
Jack Frost
Sr. Sales Executive

This letter was scanned too dark. It is also crooked, and it has "speckles" (in the upper left corner) caused by irregularities in the paper.



1234 Palm Way
San Francisco, CA 94110
415-555-9876

Dear Sales Associate:

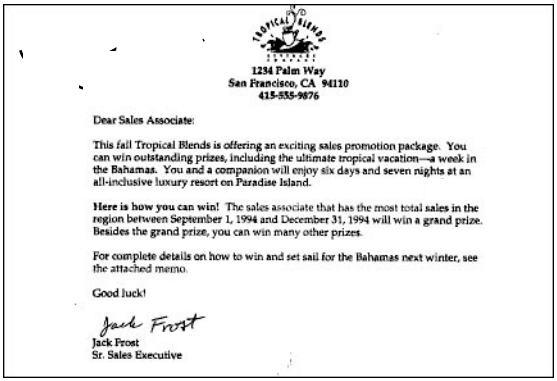
This fall Tropical Blends is offering an exciting sales promotion package. You can win outstanding prizes, including the ultimate tropical vacation—a week in the Bahamas. You and a companion will enjoy six days and seven nights at an all-inclusive luxury resort on Paradise Island.

Here is how you can win! The sales associate that has the most total sales in the region between September 1, 1994 and December 31, 1994 will win a grand prize. Besides the grand prize, you can win many other prizes.

For complete details on how to win and set sail for the Bahamas next winter, see the attached memo.

Good luck!

After the image setting for brightness was changed, the letter was scanned again. Now the text is fine, but the speckles are still there, and the letter is still crooked.



1234 Palm Way
San Francisco, CA 94110
415-555-9876

Dear Sales Associate:

This fall Tropical Blends is offering an exciting sales promotion package. You can win outstanding prizes, including the ultimate tropical vacation—a week in the Bahamas. You and a companion will enjoy six days and seven nights at an all-inclusive luxury resort on Paradise Island.

Here is how you can win! The sales associate that has the most total sales in the region between September 1, 1994 and December 31, 1994 will win a grand prize. Besides the grand prize, you can win many other prizes.

For complete details on how to win and set sail for the Bahamas next winter, see the attached memo.

Good luck!

Jack Frost
Jack Frost
Sr. Sales Executive

The Straighten Page command takes care of the crooked page problem, but the speckles remain.

1234 Palm Way
San Francisco, CA 94110
415-555-9876

Dear Sales Associate:

This fall Tropical Blends is offering an exciting sales promotion package. You can win outstanding prizes, including the ultimate tropical vacation—a week in the Bahamas. You and a companion will enjoy six days and seven nights at an all-inclusive luxury resort on Paradise Island.

Here is how you can win! The sales associate that has the most total sales in the region between September 1, 1994 and December 31, 1994 will win a grand prize. Besides the grand prize, you can win many other prizes.

For complete details on how to win and set sail for the Bahamas next winter, see the attached memo.

Good luck!

Jack Frost
Jack Frost
Sr. Sales Executive

The Clean Page command removes the speckles. With just a few settings, you have greatly improved the quality of the scan.

▼ **TIP:** For larger dirt smudges, use the Selection tool to select them, and then choose Cut from the Edit menu.

Changing Brightness

Sometimes an image is scanned with the brightness too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility. Lightening or darkening the scan brightness can improve the quality of an image and make it easier to read. Changing the brightness is similar to changing the setting on a photocopy machine to make the image lighter or darker.

To change the scan brightness:

1. Click the **Settings** button on the **Command Bar**, or from the **Edit** menu, choose **Preferences** and then click the **Scanner** icon. The Scan Settings dialog box appears.
2. To change the scan brightness, drag the slider, or click the arrows. You can also click the number and enter a number directly.

The higher the number, the lighter the image; the lower the number, the darker the image. Fifty is usually a good setting for most items.

Increase or decrease the brightness of an image by moving the slider or clicking the arrows.

3. Click **OK** to set the new value.

▼ **NOTE:** Changing the brightness does not affect items already scanned into PaperPort.

Tips for Scanning Groups of Items

If you plan to scan a lot of items at one time, put them into groups based on their quality. Choose the scan settings for the first batch, scan it, change the settings for the next batch, scan it, and so forth. That way you will need to change the settings only once for each group.

IMPROVING THE IMAGE QUALITY

If you inadvertently insert an item at an angle into the scanner, the PaperPort software can automatically straighten the image as it is scanned. When you scan an item that is narrower than 8 1/2 inches (21.6 cm) wide or that has torn edges, PaperPort can trim the ragged black edges.

If an image is still skewed after you have scanned it, you can straighten the page using either the Auto-Straighten Page command or the Straighten Page tool.

The PaperPort software also has a SharpPage setting for optimizing the readability of scanned items. When it is turned on, SharpPage causes all of the text and image details to show up more vividly. SharpPage is available for the Article, Letter, Business Card, and Custom scan modes (which have a bit depth of 1-bit). It is not available for the Snapshot and Photograph scan modes (which have other bit depths).

To improve the image automatically when you scan:

1. Click the **Settings** button on the **Command Bar**, or from the **Edit** menu, choose **Preferences** and click the **Scanner** icon on the Preferences dialog box. The Scan Settings dialog box appears.
2. Select one or all the Image Improvement options.

Option	Description
Straighten Automatically	Straightens a page that has been inserted at an angle. Works with items that have crisp, square corners, which includes most business documents. If you insert the page at a very sharp angle, or if the corners are dog-eared or bent, this option may not be able to straighten the image.
Trim Automatically	Removes the black border that would otherwise appear when you scan a page that is less than 8.5 inches (21.6 cm) wide or that has ragged edges or tears.
SharpPage	Optimizes the readability of items scanned at a 1-bit depth setting.

3. Click **OK**.

By default, the options to straighten and trim automatically are both turned on when you receive PaperPort.

▼ **TIP:** If an image has black edges that you *want* to be included in the scan, do not use the option to trim the black border.

To automatically straighten a page after it has been scanned:

1. Display the page in Page View.
2. From the **Page** menu, choose **Auto-straighten Page**.

   The PaperPort software analyzes the image to determine the best angle to use for straightening that page, and then automatically straightens the page.

To manually straighten a skewed page after it has been scanned:

1. Display the page in Page View.

2. Click the **Straighten** button on the **Annotation Tool Bar**.

   A message box explains how to draw a reference line for straightening the page. If you don't want the message box to appear again, select the checkbox.

Straighten Page
To straighten the page, find an area that you want to make horizontal or vertical, then draw a line along an edge of this area.
Don't display this message again.
Close

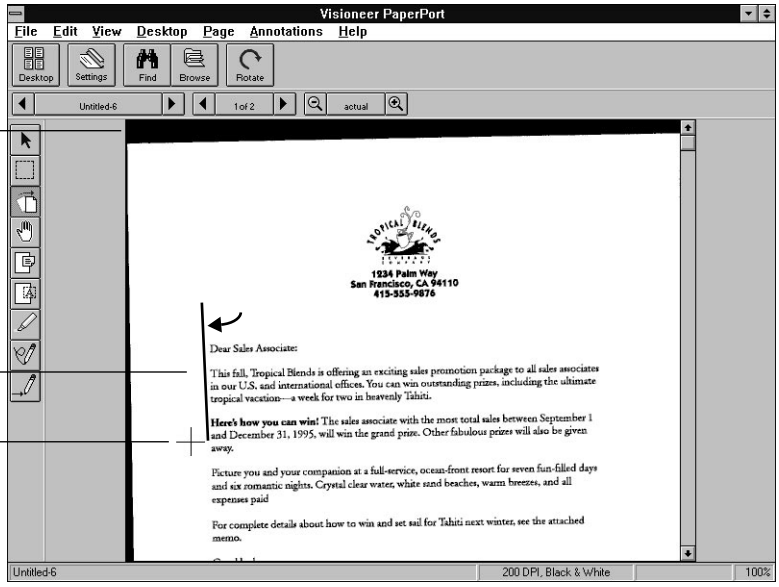
3. Click **Close**.

   The cursor becomes a crosshair.

4. Hold down the mouse button and drag the cursor to draw a horizontal or vertical reference line for straightening the page. Draw the line so that it is along the edge of the horizontal or vertical features on the page, such as a paragraph. A small arrow on the reference line indicates the angle that PaperPort will use to straighten the page.

   When you release the mouse button, PaperPort straightens the page relative to your reference line.

The following figure shows a sample of a page with a reference line drawn on it prior to being straightened.


Visioneer PaperPort
File Edit View Desktop Page Annotations Help
Desktop
Settings
Find
Browse
Rotate
Untitled-6
1 of 2
actual
1234 Palm Way
San Francisco, CA 94110
415-555-9876
Dear Sales Associate:
This fall, Tropical Blends is offering an exciting sales promotion package to all sales associates in our U.S. and international offices. You can win outstanding prizes, including the ultimate tropical vacation—a week for two in heavenly Tahiti.
Here's how you can win! The sales associate with the most total sales between September 1 and December 31, 1995, will win the grand prize. Other fabulous prizes will also be given away.
Picture you and your companion at a full-service, ocean-front resort for seven fun-filled days and six romantic nights. Crystal clear water, white sand beaches, warm breezes, and all expenses paid
For complete details about how to win and set sail for Tahiti next winter, see the attached memo.
Untitled-6
200 DPI, Black & White
100%

The black edges on a page indicate that the item was scanned at an angle.

Draw a line along the edge of a paragraph or other feature on the page. The line and the arrow show which way the page will be straightened.

Use the crosshair for drawing the reference line.

▼ **NOTE:** A page with annotations cannot be straightened. If the page already contains annotations, choose Select All from the Edit menu to select all of the annotations; then choose Cut from the Edit menu to cut them from the page. Straighten the page, and choose Paste from the Edit menu. The annotations will be pasted back onto the now straightened page. You may have to reposition them slightly.

Cleaning Pages

Sometimes a page has small marks, dots, or speckles that appear on the scanned image. If you scan a newspaper article, for example, the newsprint may have speckles that the scanner picks up. If you are using OCR software to read text into your word-processing application, speckled pages can slow down the performance or make the text unreadable by the software.

To clean a scanned page:

1. Display the page in Page View.
2. From the **Page** menu, choose **Clean Page**.

   If the cleaning removes portions of the image that you want to keep, choose **Undo** right away from the **Edit** menu. The original image will reappear.

To manually clean a page:

1. Display the page in Page View.
2. Click the **Selection** tool.
3. Select the dirty spot to be removed.
4. From the **Edit** menu, choose **Cut**, or press the **Delete** key. The spot is cut from the page.

▼ **TIP:** You can also use this process to remove ragged edges from scanned images, such as articles torn out of a newspaper or magazine.

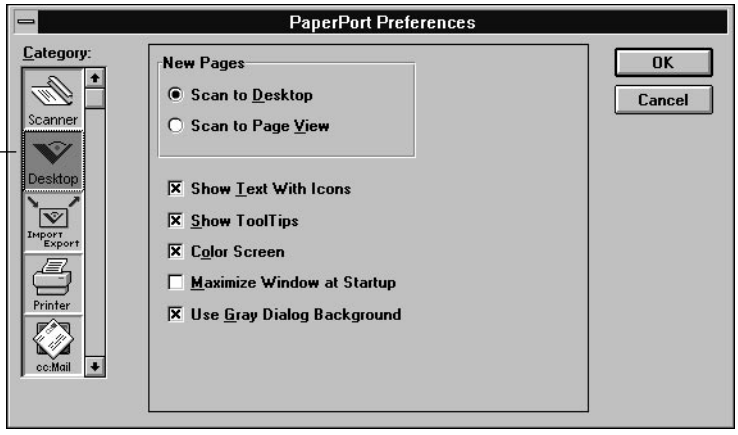
▼ **NOTE:** Sometimes the lines on a spreadsheet or a form are broken or need to be darkened. To darken or connect broken lines (also called enhancing lines), display the item in Page View and choose the Enhance Lines command from the Page menu. This command works only on black-and-white images.

SETTING DESKTOP PREFERENCES

The Desktop preferences are for customizing the PaperPort software so that you can scan and display items the way you want.

To select preferences for the PaperPort Desktop:

1. From the **Edit** menu, choose **Preferences.** The PaperPort Preferences dialog box appears.
2. Click the **Desktop** icon to see its options.



Desktop icon

3. Select the options that you want.

Option	Description
Scan to Desktop	As you scan items, they appear on the PaperPort Desktop as thumbnails.
Scan to Page View	The scanned items first appear in Page View instead of in Desktop View.
Show Text With Icons	The buttons on the Command Bar are displayed with names. When this option is deselected, the buttons are smaller and do not have any text on them.

With text...

and without.

Option	Description
Show ToolTips	Short descriptions of the Command Bar buttons and Annotation Tools are displayed when the cursor is on them.
Color Screen	Select this option if your computer has a color monitor.
Maximize Window at Startup	The PaperPort window is maximized (fills the computer screen) when PaperPort starts.
Use Gray Dialog Background	The PaperPort dialog boxes are displayed with a gray instead of a white background. The gray background appears the next time you restart Windows.

4. Click **OK** to save the Desktop preferences.

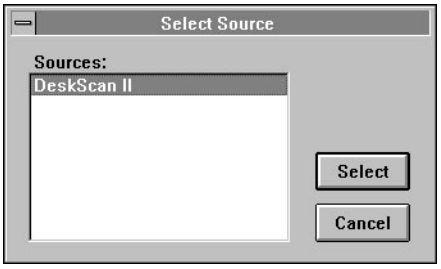
Scanning with an HP Scanner

The PaperPort software also supports certain HP ScanJet scanners available from the Hewlett-Packard company. To use these scanners with the PaperPort software, you must have HP's DeskScan software, version 2.3 or later. Contact Hewlett-Packard to obtain the DeskScan software.

The instructions in this section apply only if you have a supported scanner and its driver program installed on your computer.

To use PaperPort with a supported HP scanner:

1. If this is the first time you are using the other scanner, or if you have more than one scanner attached to your computer, choose **Select Source** from the **File** menu. A dialog box lists the names of the driver programs for the HP scanners available to your computer.



2. Select the software source (driver) for your scanner.
3. Click **Select**.

4. To scan, click the **Scan** button on the **Command Bar**, or from the PaperPort **File** menu, choose **Acquire**. The scanner scans the image, and it appears on the PaperPort Desktop.

▼ **NOTE:** The Scan button will not appear, and the Acquire and Select Source commands will remain inactive on the PaperPort File menu until another supported scanner is attached to your computer, and its driver program is installed.

CHAPTER 3

Working on the PaperPort Desktop

"Wisdom outweighs any wealth."
—Sophocles (Antigone)

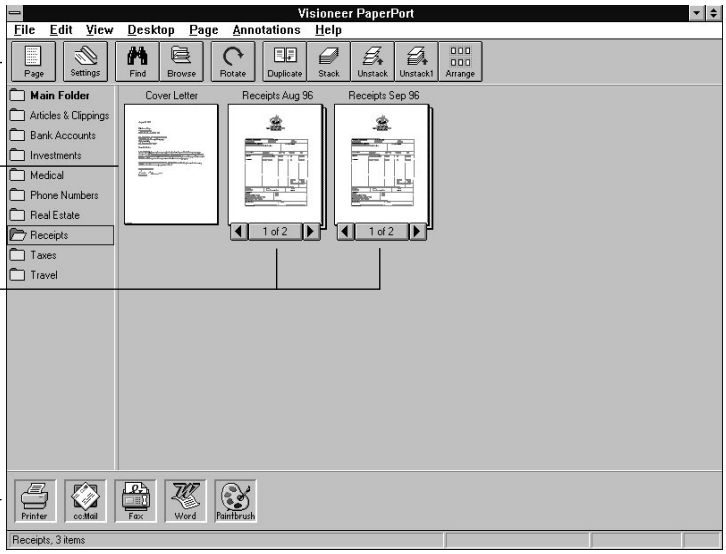
This chapter explains how to work with the PaperPort Desktop. You will learn about the basic views for looking at scanned items, and also how to "get around" in PaperPort and work with its features.

This chapter covers:

- PaperPort's two views for looking at scanned items
- Switching between views
- PaperPort's automatic save feature
- Selecting and deselecting items
- Undoing an action

WORKING IN DESKTOP VIEW

The PaperPort Desktop View displays all of the items as thumbnails. The following sample shows three thumbnails: one is a single-page item, and the other two are stacks.



Command Bar has button shortcuts for choosing menu commands.

Single-page item

Stacks are items with multiple pages that you can flip through by clicking the Page Navigators at the bottom of the thumbnails.

Link Bar has icons you can use for faxing, printing, sending e-mail, reading text into your word-processing application, and using Paintbrush.

Status Bar shows information about the selected items, the links, or the buttons on the Command Bar.

THE COMMAND BAR

The buttons on the Command Bar are shortcuts for various commands on the menus. The buttons appear in Desktop View and Page View.

Desktop. Switch from Page View to Desktop View.

Page. Switch from Desktop View to Page View.

Settings. Change the scan mode in the Scan Settings dialog box.

Find. Find an item in Desktop View, or find an annotation in Page View.

Browse. See a list of items on the PaperPort Desktop.

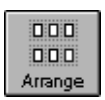
Rotate. Rotate the selected item 90 degrees to the right.

Duplicate. Make a copy of the selected item(s).

Stack. Stack selected items into one stack.

Unstack. Unstack the pages of the selected stack.

Unstack1. Unstack the visible page of the stack. The rest of the pages remain stacked.



Arrange. Neatly rearrange the items in Desktop View.

Two other buttons may appear on the Command Bar depending on how you are using the PaperPort software.

Scan. This button appears if you attach another scanner to your computer. After you use the Acquire Source command on the File menu to choose the scanner's proper driver program, clicking this button starts that scanner. This button is not used for a PaperPort scanner because it starts automatically when you insert an item to be scanned.

OLE Return. This button appears when you are using Windows OLE. Clicking this button returns to the Windows application that you were previously using for OLE. For more information about OLE, see Chapter 6, "Getting Items On and Off the PaperPort Desktop."

Displaying and Hiding Desktop Features

Using the View menu, you can decide which PaperPort features you want to display in Desktop View.

To display or hide PaperPort Desktop features:

1. From the **View** menu, choose the features that you want. The choices are **Folders, Command Bar**, **Link Bar**, and **Status Bar**.

   A checkmark means that the visual element will be displayed on the PaperPort views.

2. These choices are "toggles." Choose the appropriate command to display or hide the visual element on the PaperPort Desktop.

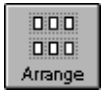
Moving Thumbnails

If the PaperPort Desktop becomes cluttered, you can either move the thumbnails or rearrange them.

To move an item:

1. Select the item that you want to move. To select multiple items hold down the **Shift** key or **Ctrl** key while clicking on them, or click on the Desktop and drag a rectangle around the items.
2. Drag the item(s) to a new location on the PaperPort Desktop.

To arrange all items on the PaperPort Desktop:



- From the **Desktop** menu, choose **Arrange Desktop**, or click the **Arrange** button on the **Command Bar**. The thumbnails are automatically reordered in neat rows starting from the upper-left corner of the PaperPort Desktop.

To arrange some of the items on the PaperPort Desktop:

1. Select two or more items that you want to rearrange.
2. From the **Desktop** menu, choose **Arrange Selected Items**. The selected items move to the end of the list of items on the Desktop.

Deleting Items

If you are sure that you no longer need an item, you can delete it. PaperPort always asks if you are sure that you want to delete an item, so that you will not inadvertently delete one that you want to keep.

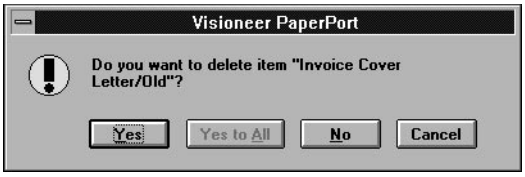
▼ **NOTE:** Deleting an item deletes it permanently. If you want to save it for future use, use the Export command on the File menu to export the item before deleting it. When you export an item, you can save it in several different formats. For details about exporting, see Chapter 6, "Getting Items On and Off the PaperPort Desktop."

To delete an item:

1. Select the item in Desktop View, or display the item in Page View.
2. From the **File** menu, choose **Delete Item**.

   In Desktop View, you can also press the **Delete** key or choose **Delete** from the **Edit** menu.

   A message box asks if you are sure that you want to delete the item.



3. Click **Yes** if you want to delete it; click **No** or **Cancel** if you don't want to delete it.

   If you selected multiple items, you can delete them all in one step by clicking the **Yes to All** button.

Giving Titles to Items

PaperPort titles can be up to 30 characters long, so you can have titles such as Smithers Contract or Letter to Dr. Adams. The more descriptive the title, the easier it is for you to quickly find the item you want.

To give a title to an item in Desktop View:

1. Select the item. If you just scanned the item, it will be Untitled.
2. Click its title, or choose **Change Title** from the **File** menu. An edit box appears around the title.

3. Type the new title, up to 30 characters, and press **Return**.

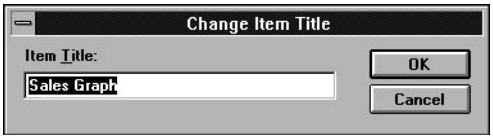
Select the item, then click the title...

...an edit box appears around the title. Click the title and type a new title. Press Return.

The item now has the new title.

To retitle an item in Page View:

1. From the **File** menu, choose **Change Title**. The Change Item Title dialog box appears.

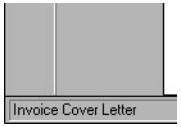


2. Enter a new title for the item and click **OK**.

An item's title is at the top of the item in Desktop View...

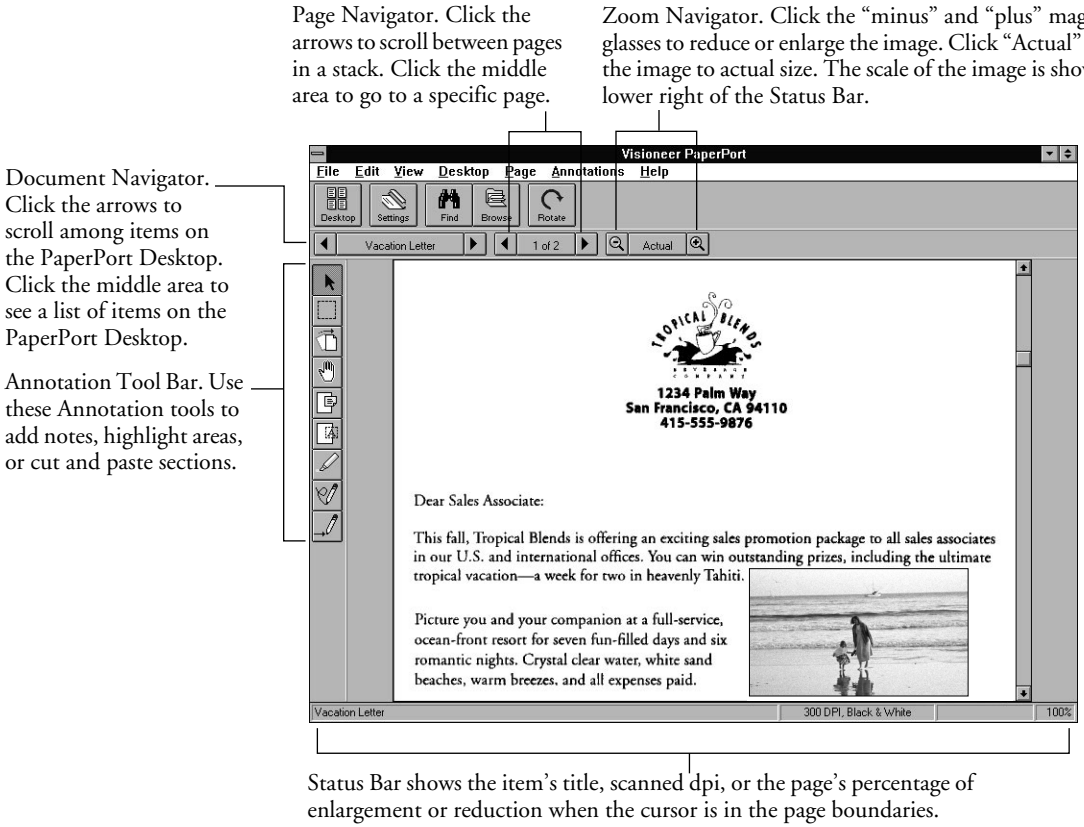
...on the Document Navigator when you are looking at the full page in Page View...

...and on the Status Bar.



Working in Page View

Page View displays one page at a time. Page View is also where you can add annotations to a page. Use the "navigators" to display other pages of a stack, see other items, or reduce and enlarge the image. The folders do not appear in Page View so you can have the entire window for viewing the page.


Page Navigator. Click the arrows to scroll between pages in a stack. Click the middle area to go to a specific page.
Zoom Navigator. Click the "minus" and "plus" magnifying glasses to reduce or enlarge the image. Click "Actual" to return the image to actual size. The scale of the image is shown at the lower right of the Status Bar.
Document Navigator. Click the arrows to scroll among items on the PaperPort Desktop. Click the middle area to see a list of items on the PaperPort Desktop.
Annotation Tool Bar. Use these Annotation tools to add notes, highlight areas, or cut and paste sections.
Visioneer PaperPort
File Edit View Desktop Page Annotations Help
Desktop Settings Find Browse Rotate
Vacation Letter
1 of 2
Actual
1234 Palm Way
San Francisco, CA 94110
415-555-9876
Dear Sales Associate:
This fall, Tropical Blends is offering an exciting sales promotion package to all sales associates in our U.S. and international offices. You can win outstanding prizes, including the ultimate tropical vacation—a week for two in heavenly Tahiti.
Picture you and your companion at a full-service, ocean-front resort for seven fun-filled days and six romantic nights. Crystal clear water, white sand beaches, warm breezes, and all expenses paid.
Vacation Letter
300 DPI, Black & White
100%
Status Bar shows the item's title, scanned dpi, or the page's percentage of enlargement or reduction when the cursor is in the page boundaries.

The Command Bar

The buttons on the Command Bar in Page View are a subset of the ones that appear in Desktop View. The rest of the buttons do not apply to the Page View of the scanned item. For more information, see "The Command Bar" earlier in this chapter.

The Annotation Tools

In Page View, you can annotate an item using the tools on the **Annotation Tool Bar**. For example, the Highlighter tool works in the same way as a felt-tip marker to highlight text.

Pointer. Select, move, and resize annotations on a page.

Selection. Select an area to cut or copy for pasting or cropping. For example, select a part of the page for use in another application, such as in a word-processing document.

Straighten Page. Straighten an item, either horizontally or vertically, that was originally scanned in at an angle.

Pan. Quickly scroll an image up, down, right, or left.

Sticky Note. Write a resizable sticky note at any place on the page. You can also "collapse" the note to avoid covering underlying information.

Mark-Up. Add a line of text. Use this tool for adding text to pages, because the page remains visible when you type text on it.

Highlighter. Highlight any part of a page.

Freehand. Draw freehand marks—for example, by circling text and underlining sentences.

Arrow. Draw straight lines, with or without arrowheads, to point to specific parts of a page.

For step-by-step instructions about these tools, including how to change the font, color, and size of text, and the color of the highlighter or lines, see Chapter 7, "Annotating Items."

Displaying and Hiding the Annotation Tool Bar

Using the View menu, you can display or hide the Annotation Tool Bar.

To display or hide the Annotation Tool Bar:

1. From the **View** menu, choose **Tool Palette**. A checkmark means that the Tool Bar will be displayed.
2. These choices are "toggles." Choose the appropriate command to display or hide the visual element on the PaperPort Desktop.

Zooming In or Out on a Page

In Page View, you can zoom in to display the details of a page, or zoom out to make the page smaller on the screen. When you zoom in, the page's contents are larger on the screen and are easier to see. By zooming out you can see more of the page.

To zoom in or out on a page:

1. Display the page in Page View.

2. From the **View** menu, choose **Zoom In** or **Zoom Out**, or click the **plus** (+) or **minus** (-) magnifying glass buttons on the Zoom Navigator. The page magnification changes as you click the buttons or repeat the Zoom commands.

   The actual page magnification is shown on the Status Bar.

▼ **NOTE:** Zooming in or out does not change the actual size of the page. To see the page at its actual size (100 percent) choose Actual Size from the View menu or click Actual on the Zoom Navigator.

Fitting an Item into a Window

An image of an item will often be larger than the Page View window. To fit the entire image into the Page View, you can use the Fit To Window command.

To fit an item into the window:

1. Display the item in Page View.
2. From the **View** menu, choose **Fit to Window**.

   The image size is reduced so that the entire item is visible in the Page View window. This command is a toggle; choose it again to return the item to its previous size.

Panning an Item

Panning an item is a quick way to scroll it in Page View.

To pan an item:

1. Display the item in Page View.
2. Click the **Pan** tool.

3. Place the pointer on the image. The pointer changes to a hand.
4. Hold down the mouse button and drag up or down, right or left. The image moves as you move the pointer.

Inverting an Item

Inverting an item reverses an image from black on white to white on black. Gray shades are reversed as well.

To invert an item:

1. Display the item in Page View.
2. From the **Page** menu, choose **Invert**.

   The image is reversed. If you want to change it back to the original black-on-white image, just invert it again.

The original image

The inverted image

Rotating Pages

You can rotate a page to change the original direction of an image, thus creating a different impact, or turn a graphic upside down by flipping it.

For example, you can scan a logo or company name horizontally and rotate it so that the logo is displayed vertically. The following illustration shows a logo (a) in its original position, (b) rotated left 90 degrees, (c) rotated right 90 degrees, and (d) flipped 180 degrees.

(a) Original position

(b) Rotated left 90°

(c) Rotated right 90°

(d) Flipped

To rotate or flip a single page:

1. Select the page you want to rotate, or display it in Page View.

2. From the **Page** menu, choose **Rotate Right** or **Rotate Left**, or click the **Rotate** button on the **Command Bar** to rotate the page to the right.

   To rotate the page 180 degrees from its current position, choose **Flip** from the **Page** menu.

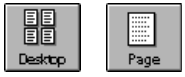
You can rotate an item more than once. For example, clicking the Rotate button twice is the same as flipping the item.

To undo the rotation, choose **Undo Rotate** from the **Edit** menu.

▼ **NOTE:** You cannot rotate a page that has annotations. If the page you want to rotate has annotations, select them, choose Cut from the Edit menu to remove the annotations, rotate the page, and then choose Paste from the Edit menu to paste the annotations back onto the page.

Switching Views

You can switch between Desktop View and Page View in several ways:



- Click the **Desktop** or **Page** buttons on the Command Bar.
- From the **View** menu, choose **Page View** or **Desktop View.**
- Double-click an item in Desktop View to display it in Page View.

PaperPort Automatically Saves

Every item in PaperPort is automatically saved as soon as you scan it. You do not need to use a Save command to save it. As long as you don't delete the item, you can "scan it and forget it" because PaperPort makes sure that the item is there when you need it. Any changes that you make to an item, such as adding a note or giving an item a new title, are automatically saved as well.

You can also save items as regular DOS files using the Export command, but that is necessary only if you want to save them as backup copies, or save them in some other format, such as BMP or TIFF, or save them on a floppy disk. For details, see Chapter 6, "Getting Items On and Off the PaperPort Desktop."

You can also use the Export command if you want to delete items from the PaperPort Desktop but use them later.

Selecting and Deselecting Items

A red (or dark) line around an item indicates that it is selected. To work with an item on the PaperPort Desktop—for example, to print the item—it must be selected first. An item scanned into PaperPort is automatically selected.

To select or deselect a single item:

- To select the item, click its thumbnail in Desktop View.
- To deselect the item, click another item, or click anywhere else in Desktop View.

To select multiple items:

- Click each thumbnail while holding down the **Shift** key or the **Ctrl** key.

Or

- Click an empty space on the PaperPort Desktop, and then hold down the mouse button. Without releasing the mouse button, drag the mouse. A box follows the cursor as you drag the mouse. Any item that is partially enclosed in the box, or that the box even touches, will be selected. Release the mouse button when the items you want are selected.

To select all the items on the PaperPort Desktop:

- From the **Edit** menu, choose **Select All**.

To deselect all the items on the PaperPort Desktop:

- From the **Edit** menu, choose **Deselect All**.

To deselect some, but not all, of the selected items on the PaperPort Desktop:

- Hold down the **Shift** key and click on each item that you want to deselect. The other selected items are not affected.

Undoing an Action

The Undo command in the Edit menu will undo the last action you just made in PaperPort. For example, if you move a thumbnail on the PaperPort Desktop, you can choose Undo Move and the thumbnail will move back to its original location. Similarly, if you highlight a section of text on a page in Page View, you can choose Undo New Annotation to remove that highlighting.

Note, however, that undoing applies only to the last action. For example, if you move one thumbnail, and then move another one, the Undo Move applies only to the last thumbnail that was moved (which was the last action you took).

After you undo an action, the Undo command becomes Redo, which undoes the Undo. For example, if you highlight a section of text in Page View and choose Undo New Annotation to undo it, but then decide that you made a mistake and want to keep that highlighting, just choose Redo New Annotation, and it reappears.

The Redo command, like the Undo command, applies only to the last action.

In Page View, there is also the Undo All Changes command. Choosing that command undoes all annotations and other changes made to the item in Page View.

CHAPTER 4

Working with Stacks

"Little by little does the trick."
—Aesop

Like many other busy people, you may sometimes put items on your desk without organizing them. When you finally do put them in order, you might stack the items by project, contact, or department. You use a method that helps you to quickly find the stack you need.

With PaperPort you can electronically organize items into stacks in much the same way that you do with paper documents. A stack is a PaperPort item with multiple pages. Expense reports, contracts, memos, letters, presentations, and other business materials are often two or more pages. You can stack and unstack these items electronically on the PaperPort Desktop.

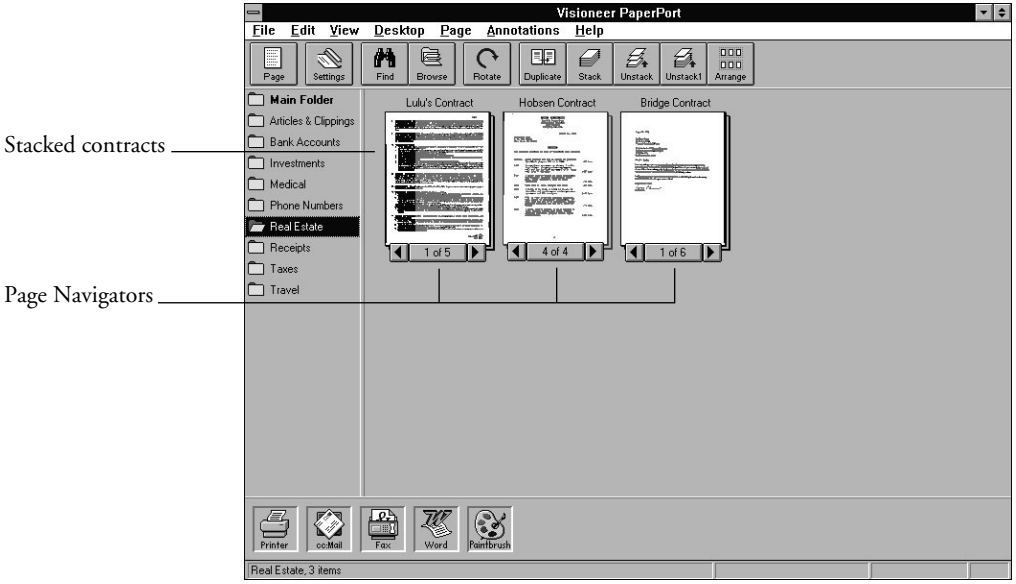
This chapter explains how to:

- Stack items
- Move between pages in a stack
- Unstack pages
- Reorder pages within a stack
- Insert a page into a stack
- Duplicate items

Stacking Items

Each scanned page appears on the PaperPort Desktop as a one-page untitled item. To stack scanned pages, you can drag one page on top of the other, or click the Stack button on the Command Bar, or use the stack commands from the Desktop menu. You can also add stacks to other stacks.

Legal contracts, for example, usually have many pages. When unstacked, the scanned pages are separate untitled items. Stacking these items collects them into a single, multipage item. The following figure shows several stacked contracts.



▼ **NOTE:** If you plan to add summary information about the stack, add it after creating the stack. Summary information added to individual pages that are then stacked is retained only for the bottom page in the stack. PaperPort can use summary information to help you quickly find items. For more information, see "Adding Summary Information to Items" on page 85 in Chapter 8, "Getting Items On and Off the PaperPort Desktop."

Using Drag and Drop to Create Stacks

In the PaperPort Desktop View, you can drag and drop one item onto another item to create a stack.

To stack items using the drag-and-drop method:

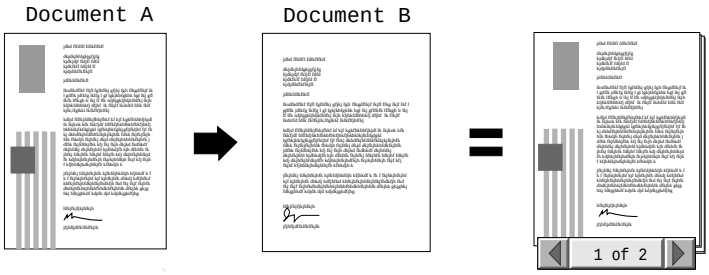
1. On the PaperPort Desktop, select the item that you want to stack. It can be a page or another stack.

   Do not select the other item. That is the "target" item.

2. Place the pointer on the selected item, and then press and hold down the mouse button.

3. Move the pointer onto the target item so that it becomes highlighted. Release the mouse button when the target item is highlighted.

   When you release the mouse button, the selected item is stacked on top of the target item. The following sample shows a stack created by stacking Document A on top of Document B.



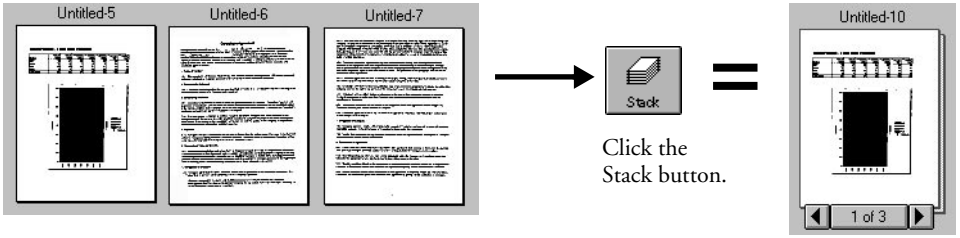
4. Repeat Steps 1 through 3 until you have finished creating the stack.

You can use this easy drag-and-drop process to stack pages onto other pages, stacks onto other stacks, pages onto stacks, and stacks onto pages. That is, any item on the PaperPort Desktop can be stacked onto any other item.

▼ **NOTE:** Stacking applies only while you are working in the PaperPort Desktop View. If you display an item in Page View, you cannot stack it onto another item until switching back to Desktop View.

USING THE STACK COMMAND

You can also stack items using the Stack button on the Command Bar or the Stack Selected Items command in the Desktop menu. The following example shows a sales presentation that has three pages to stack.



Select the items in the order in which you want them in the stack.

Click the Stack button.

PaperPort combines the items to create a new item, which in this case is a three-page stack.

To stack items using the Stack Selected Items command or the Stack button:

1. On the PaperPort Desktop, select the items that you want to stack. Select them in the order that you want them in the stack. The first item you select goes on top; the last item you select goes on the bottom.

2. From the **Desktop** menu, choose **Stack Selected Items,** or click the **Stack** button on the Command Bar.

   PaperPort places the first selected item on top, then the other items underneath it.

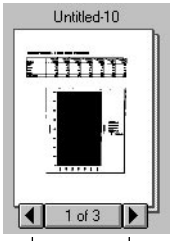
Moving Between Pages in a Stack

You can move between pages in a stack on the PaperPort Desktop or in Page View by either of the following methods:

- Clicking the Page Navigator. Page Navigators are located on each stack's thumbnail and on the Page View Command Bar.
- Choosing commands from the Page menu.

To move between pages in a stack:

1. Select the stack on the PaperPort Desktop or display it in Page View.
2. Click the right arrow in the Page Navigator to display the next page.
3. Click the left arrow in the Page Navigator to display the previous page.

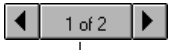


Previous Next

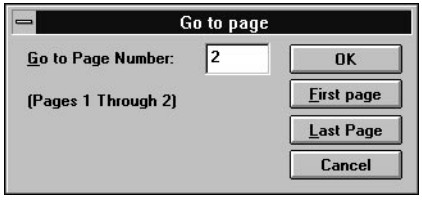
You can also move between pages by choosing the Page menu commands: First Page, Last Page, Previous Page, and Next Page. Or use the Go To Page command to move directly to any page in the stack.

To go to a specific page in a stack:

1. From the **Page** menu, choose **Go To Page**, or click the middle button of the Page Navigator. The Go To Page dialog box appears.



Click the middle of the Page Navigator.



2. Type the page number that you want to go to, and click **OK**.

   To go to the first or last pages in the stack, click **First Page** or **Last Page**.

UNSTACKING PAGES

You can unstack pages in a stack if, for example, you want to move those pages to another stack, replace those pages with new ones, or delete them from the stack without disturbing the rest of the pages.

▼ **NOTE:** You do *not* need to unstack pages in order to add annotations. Double-clicking a stack displays it in Page View, where you see the pages one page at a time and you can add annotations to each page.

To unstack a single page:

1. On the PaperPort Desktop, select the stack that you want to unstack.
2. Use the Page Navigator to display the page that you want to unstack.

3. From the **Desktop** menu, choose **Unstack Current Page**, or click the **Unstack1** button on the **Command Bar**.

   PaperPort unstacks the selected page and creates a new untitled item for it.

To unstack all pages in a stack:

1. On the PaperPort Desktop, select the stack that you want to unstack.

2. From the **Desktop** menu, choose **Unstack,** or click the **Unstack** button on the **Command Bar**.

   PaperPort unstacks all the pages, places them on the PaperPort Desktop, and selects all the items. There is a new untitled item for each page of the stack.

▼ **NOTE:** Any summary information for a stack is not retained after the unstacking, because the original stack no longer exists.

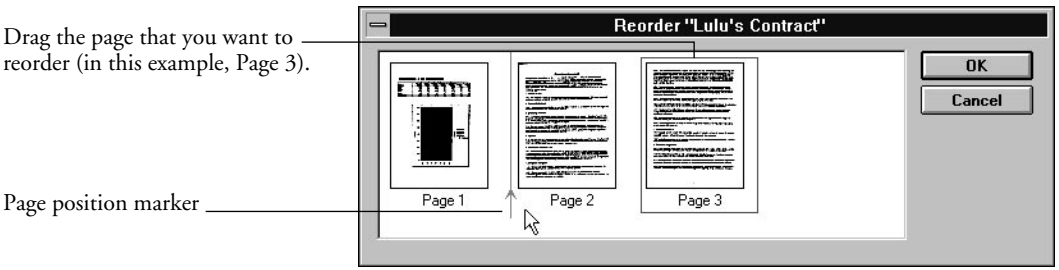
Reordering Pages in a Stack

After creating a stack, you may want to reorder the pages. For example, a stack of scanned invoices not in numerical order can be reordered in numerical order.

To reorder the pages in a stack:

1. On the PaperPort Desktop, select the stack with the pages to reorder.
2. From the **Desktop** menu, choose **Reorder**.

   The Reorder dialog box shows the pages in their current order.



   If the page that you want to reorder is not visible, use the horizontal scroll bar to see it.

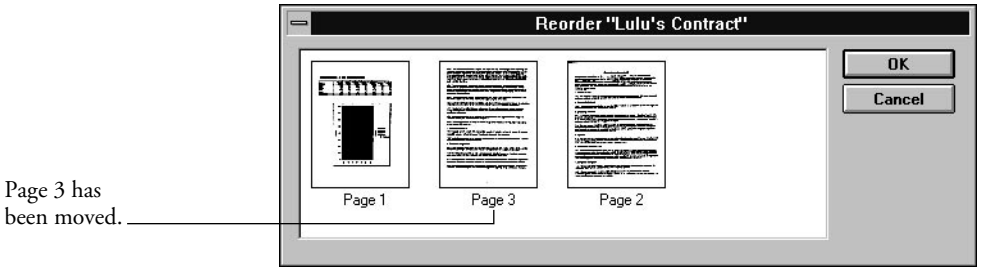
3. Place the pointer on the page, hold down the mouse button, and drag the page to move it between the other two pages.

   If the place where you want to put the page is not visible, the pages will automatically scroll as you drag the page you are moving.

   The page position marker shows the new position for the page.

4. Release the mouse button when the page is reordered to its new position.

   The dialog box shows the pages in their new order.



5. Click **OK**. The pages are reordered and renumbered.

Inserting a Page into a Stack

You insert pages into stacks on the PaperPort Desktop. Both the page that you want to insert, and the stack to insert it into must be displayed on the PaperPort Desktop.

To insert a page into an existing stack:

1. On the PaperPort Desktop, select the stack that will receive the page.
2. In the stack, move to the page where you want to insert the new page. The new page will be inserted *in front* of the stack's current page.

   If the first page of the stack is displayed, the new page will be added on top of the stack.
3. Select the page that you want to insert, and drag it onto the stack. PaperPort places the page at the new location.

You can also drag a page onto the stack and then reorder the pages using the Reorder command.

▼ **TIP:** You can insert a new page into a stack as a section separator. To create a new, blank page in PaperPort, choose New Item from the File menu. PaperPort displays a new untitled item. You can then insert it into the stack. For example, if you want to insert a section separator between pages in the stack, first create the new item, add an annotation such as "Latest Comments," and then insert that page at the proper place in the stack.

To add a page at the end of a stack:

1. On the PaperPort Desktop, select the stack.
2. Drag and drop the stack onto the page.

▼ **IMPORTANT:** When you add a page at the end of a stack, any summary or title information for the page will be lost.

DUPLICATING ITEMS

You can duplicate an item using the Duplicate Item or Duplicate Current Page commands, or the Duplicate button on the Command Bar.

To duplicate an item or a stack:

1. On the PaperPort Desktop, select the item.

   You can also select multiple items to duplicate.

2. From the **Desktop** menu, choose **Duplicate Item**, or click the **Duplicate** button on the **Command Bar**.

   You can also create a duplicate by pressing the **Ctrl** key while dragging the item to another location on the Desktop. The pointer will have a (+) sign in it to indicate that the selected item will be duplicated.

To duplicate a page in a stack:

1. Select the stack on the PaperPort Desktop.
2. Use the stack's Page Navigator to bring the page that you want to copy to the top of the stack.
3. From the **Desktop** menu, choose **Duplicate Current Page**.

   A duplicate of that item appears as a new, untitled image on the PaperPort Desktop.

Table of Contents

CHAPTER 5

Getting Organized with Personal Folders

"A moment's insight is sometimes worth a life's experience."
—Oliver Wendell Holmes

The main purpose of PaperPort is to help you get organized. Scanning the papers on your desk cleans up the clutter, but then what? Without some way of organizing your electronic copies of the papers, you would simply be trading clutter on your desk for clutter on your computer. That's where your PaperPort personal folders come in.

PaperPort's personal folders are like regular manila file folders, except that they are electronic. If you read an interesting newspaper article, you can scan it and put it into your Articles & Clippings folder.

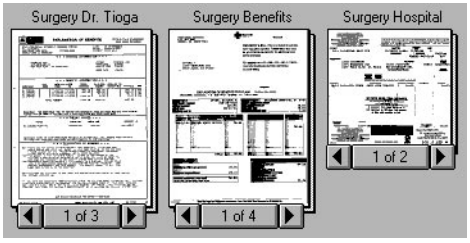
In this chapter, you will learn how to:

- File items in folders and quickly retrieve them
- Create your own folders and give them titles
- Set up the PaperPort Desktop to display the folders as you want
- Delete folders

An Example: Keeping Track of Your Medical Bills

You know what a headache it can be to keep track of all of your medical bills. Here is an example of how you can organize those bills and your payments:

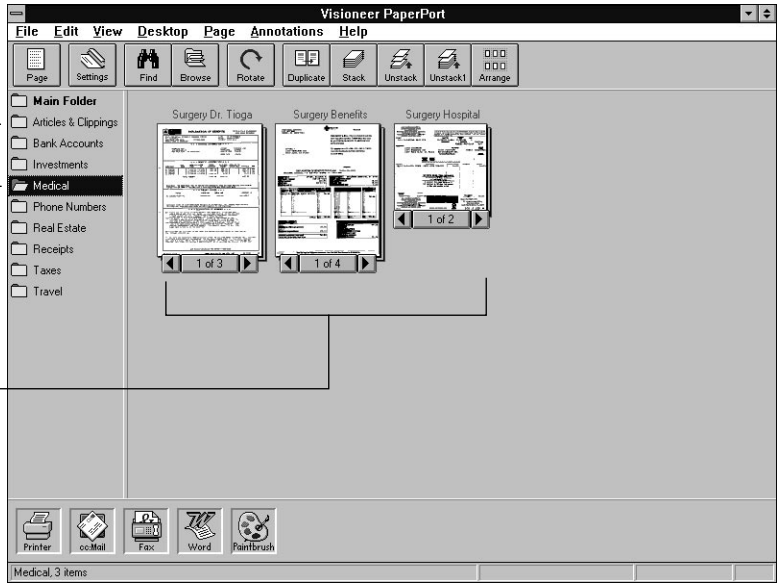
1. Scan your medical bills.
2. Stack the bills in any organized way that you want. For example, maybe you keep track of your bills on a monthly basis. Or maybe you want to keep all the bills about a major operation in one stack.



▼ **TIP:** In addition to scanning the bills, you can also scan the canceled checks that paid the bills, any receipts received, and correspondence regarding payment. Then, to create a clear "audit trail," you can stack the items so that bills, checks, receipts, and correspondence are all together.

3. Now select the stacks and drag them onto the Medical folder already provided for you.
4. When the Medical folder is highlighted, release the mouse button. The medical bills are now organized in their own folder.
5. When you want to see the bills, click the Medical folder again.

Here is what the example might look like.



Your personal folders appear in a column down the left side of the PaperPort Desktop.

This example shows the Medical folder open.

The stacks of bills are contained in the Medical folder on the PaperPort Desktop.

▼ **NOTE:** The folders appear only in Desktop View. In Page View, the folders are not visible so that you can have the entire screen for viewing the page.

Suggestions for Your Personal Folders

The following are some suggestions to help you organize your personal folders:

- *Create folders that match the way you organize.* For example, if you are using PaperPort for business bookkeeping, you could create one folder for "Accounts Receivable" and another one for "Paid in Full." When you send a bill, scan it into the Accounts Receivable folder, and when you receive a payment, scan the check into PaperPort. Stack it with the original invoice, and drag that stack into the Paid in Full folder. Now you have a complete record of the transaction.

- *Create folders for smaller sets of items.* For example, instead of creating a single folder for Bills To Pay, you might create one for each month's bills. That way, you can quickly find an item. At the end of the year, you could move all of the bills into one folder titled "Tax Deductions."
- *Create folders for projects.* Suppose you are on a crash project with a tight deadline. By having a folder specifically for the project, you can easily keep track of all the items for that project. The stacks of items in that folder can then be for different topics, such as initial plans, budget, and work orders.
- *Give the folders descriptive titles.* Because a folder can have a title up to 30 characters long, its title can fully describe what the folder contains. For example, instead of a folder titled "Project1," give it a more descriptive title, such as "Coffee Buyer Contract/1996."

About the Folders

The set of folders that you initially receive with PaperPort cover many typical topics, such as Investments, Receipts, and Travel. However, those folders are just suggestions. You can retitle the folders and create new ones that match the way you organize your work.

Note that the Main Folder is always at the top of the list of folders. It is the only folder required to be in the list. You can change the title of the Main Folder, but you cannot delete it, and it will always be first in the list.

PaperPort uses the Main Folder as the place for items scanned when the PaperPort application is not yet open. Thus, if the PaperPort software is not running when you scan an item, it is automatically placed in the Main Folder. You can then move it to the folder you want.

However, if the PaperPort software is already running when you scan an item, the item is automatically placed in the folder that is currently open. Each item must be in one folder or another.

Folders are for filing purposes only. You cannot, for instance, drag a folder onto the Printer icon to print all of the items in the folder. Also, you cannot file one folder within another.

Filing Items in Folders

The key to getting organized with PaperPort is to file items in the right folders. You can drag and drop items from one folder to another to organize information in any way you want.

To file an item in a folder:

1. Select the item on the PaperPort Desktop.

   The item can be a single item or a group of items.

2. Drag the item onto the folder. The folder title is highlighted when the item is correctly positioned on it.

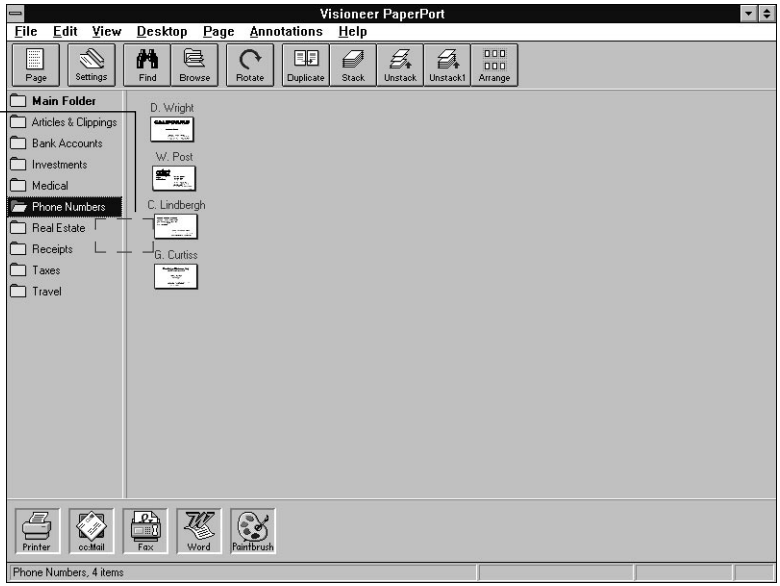
   There is no need to drag an item onto the folder where it is already filed in order to refile it. Once an item is in a folder, it stays there until you move it.

   When you release the mouse button, the folder flashes to let you know that the selected item(s) is filed in the folder.

A dotted outline shows where you are dragging the item.

When the item is correctly positioned on the folder, the folder title is highlighted.

If the item is not correctly positioned on a folder title, the pointer looks like this:



▼ **TIP:** If you hold down the Ctrl key while dragging an item onto a new folder, a copy of the item goes into the new folder and the original remains in its original folder.

You can also use menu commands to refile and copy items into folders.

To file an item by using menu commands:

1. Select the thumbnail for the item(s) on the PaperPort Desktop.
2. From the **Desktop** menu, choose **Move to Folder**.

   If you want to file a copy of the item in the new folder and keep the original in its original folder, choose **Copy to Folder** from the **Desktop** menu.

   You will see the dialog box for moving or copying the item to a new folder.
3. In the list labeled To Folder, select the new folder for the item.
4. Click **OK**, or double-click the folder title.

Displaying All the Items in a Folder

Opening a folder displays the items in it. They appear on the PaperPort Desktop in the same positions as the last time you opened that folder.

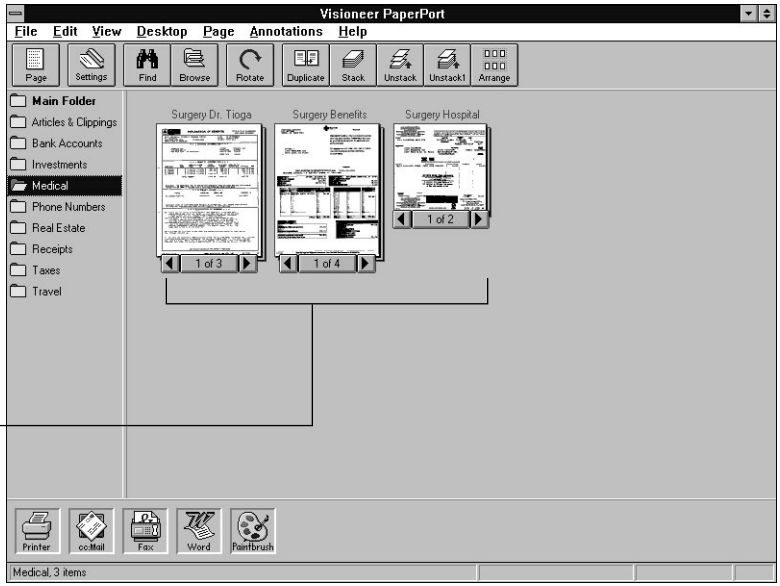
▼ **TIP:** Arrange the items on the PaperPort Desktop in the order in which you want to see them when the folder is opened. They will appear that way each time you open the folder. For example, if you create a folder for Invoices 1996, creating a stack for each month and then ordering them on the PaperPort Desktop as Jan, Feb, Mar, and so on, might make it easier to quickly find the invoice you want.

To display the items in a folder:

- Select the folder. You can select a folder by clicking on it, or by pressing the Tab key when a folder is highlighted.

  The items in the selected folder appear on the PaperPort Desktop.

  Only one folder at a time can be open (or current) on the PaperPort Desktop. If any other folder is open, it closes and the newly selected one opens.



Clicking a folder opens it and displays its items on the PaperPort Desktop. Notice that this folder icon is "open" compared to the other folder icons.

The arrangement of the items on the PaperPort Desktop is the same as the last time the folder was opened.

If a folder contains many items, you may need to use the scroll bars to see them. You can also press the Tab key to select the items in sequence.

Seeing What Is in a Folder

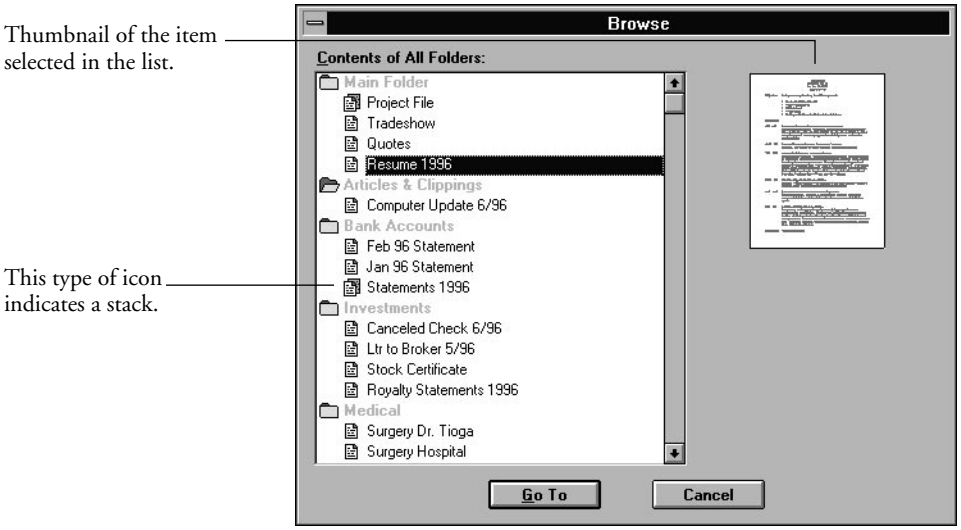
Using the Browse button on the Command Bar or the Browse command from the Edit menu, you can quickly see the items in each folder.

To see the items in a folder:

1. From the **Edit** menu, choose **Browse**, or click the **Browse** button on the **Command Bar**.

   The Browse dialog box appears. If you are working in Page View, you can also click the middle of the Document Navigator to see the Browse dialog box.

   The Browse dialog box lists all of the items on the PaperPort Desktop in order, from the upper left to the lower right in the Desktop View.



In Desktop View, the Browse dialog box lists all of the folders and the items in them. In Page View, the Browse dialog box lists only the items in the folder that is already open.

2. Select an item in the list to display its thumbnail.
3. When the item that you want is selected, double-click it, or click the **Go To** button. The item is selected on the PaperPort Desktop.

   Note that the small icons in the list indicate which items are stacks and which are single pages. If a stack is selected, you can see its pages by clicking the Page Navigator on the thumbnail.

CREATING NEW PAPERPORT FOLDERS

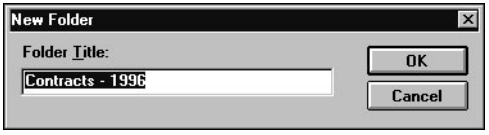
Creating PaperPort folders is how you build a personal filing system. You can then file scanned items in the folders you want.

To create a folder:

1. From the **File** menu, choose **New Folder**.

   The New Folder dialog box appears.

2. Type the title for the folder in the dialog box.



   The title can be up to 30 characters and can include spaces, dashes, periods, quotation marks, upper- and lowercase letters, and any other character that you can type on the keyboard. As the samples in this chapter show, the titles can describe the items to be stored in the folders.

   Two folders cannot have the same title. A message informs you if you try to give a folder the title of another folder.

3. Click **OK**.

   That folder is added to the others in the list in alphabetical order.

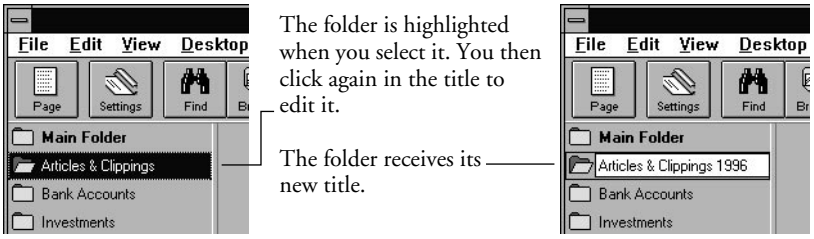
Giving a Folder a New Title

When giving folders titles, use descriptions that tell you at a glance what a folder contains.

To retitle a folder:

1. Select the folder that you want to retitle.

   The folder's title is highlighted.



▼ **NOTE:** When a folder is highlighted, you can use the arrow keys on your keyboard to select the other folders.

2. Click the title again to select it for editing.
3. Type the new title, and press **Enter**.

Displaying the Folders

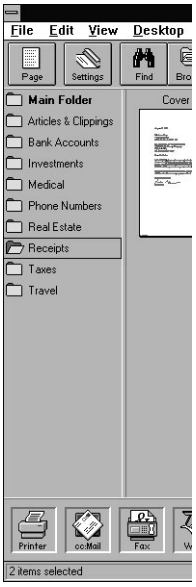
You can hide or display your personal folders. Usually, the only reason to hide them is to provide more space for working on the PaperPort Desktop, but you can also resize the width of the folder column.

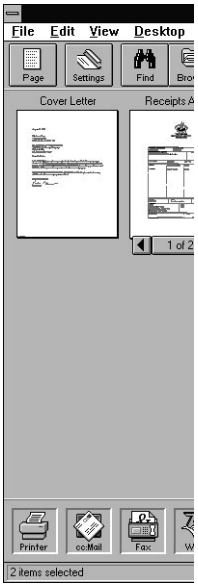
To display or hide the folder column:

1. From the **View** menu, choose **Folders**.

   The Folders command is a "toggle." If it has a checkmark, the folders are displayed; otherwise, the folders are hidden.

The following are samples of Desktop View with and without the folders.





Adjusting the Folders Column Width

Making the folders column smaller allows more room for you to work. Increasing the width can display the full titles of the folders if they have longer titles.

To adjust the folders column width:

1. Put the cursor on the right-hand border of the column.

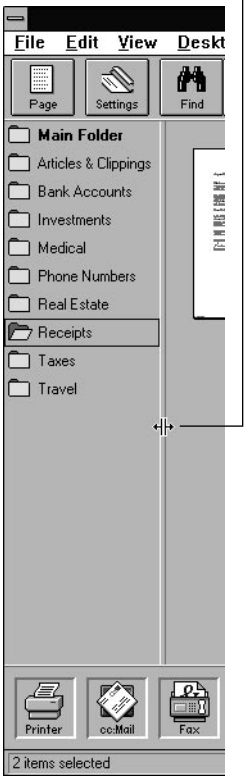
   The cursor changes to a resizing cursor.

2. Drag to the right or the left.

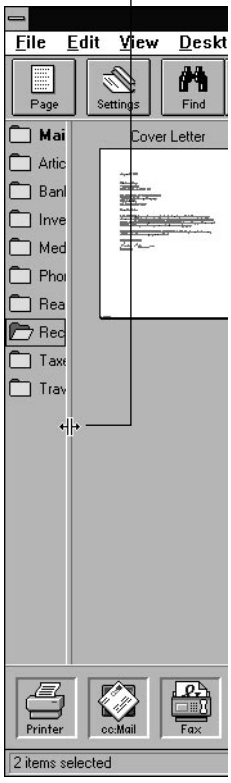
3. Release the mouse button when the column is the right size.

   The following are some samples.

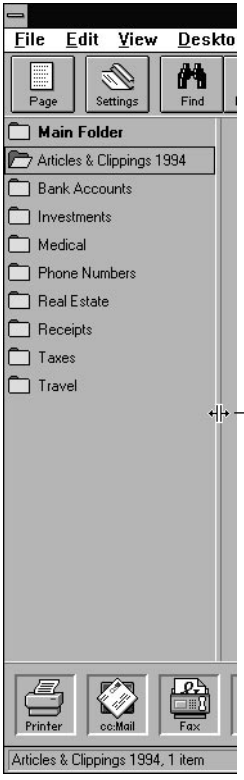
To change the width of the column, place the cursor on the border. The cursor changes to a resizing cursor.



Drag to the left to reduce the column width.



Drag to the right to increase the column width. This example shows how increasing the width can show the full title of a long folder title.



Deleting Folders

If you no longer want a folder on the PaperPort Desktop, you can delete it. To make sure that you don't throw away items that you meant to keep, PaperPort will check the folder to see if it contains any items. If it does contain items, a message asks if you're sure you want to delete them.

To delete a folder:

1. Select the folder that you want to delete.
2. From the **Edit** menu, choose **Delete**, or press the **Delete** key.

   A message asks if you are sure you want to delete the folder.

   If the folder contains items, a message also asks if you want to delete each item.

   You can decide to delete them one by one, or all at the same time.

   If you decide not to delete an item, you cannot delete its folder. Move any items that you want to keep into other folders, and then delete the folder.
3. Click **Yes** to delete the folder, or click **No** to keep it.

Table of Contents

CHAPTER 6

Getting Items On and Off the PaperPort Desktop

"I must govern the clock, not be governed by it."
—Golda Meir

In addition to scanning items, you can also import them into the PaperPort application from other applications. Then you can use all the features of PaperPort on these new items, including adding annotations, grouping them into stacks, and sending a fax with the PaperPort fax link icon.

You can also export items from the PaperPort application to other applications. For example, if you scan a logo and want to use it on your letterhead, you can export it to your word-processing program.

This chapter explains how to:

- Import and export items
- Print items to PaperPort from other applications
- Add summary information to items
- Find files in other applications
- Find annotations
- Use Windows OLE

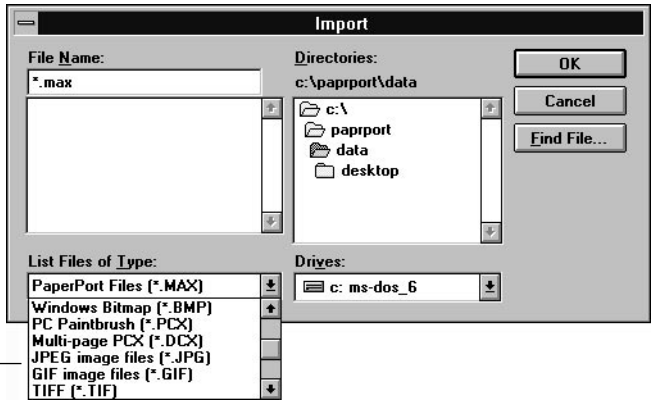
Importing Files from Other Applications

You import files created in other applications using the Import command from the File menu. The file formats that PaperPort can import from other applications are described in the following table.

Format	Description
PaperPort file (.MAX)	A file previously saved in PaperPort for Windows or PaperPort for Macintosh.
Windows Bitmap (.BMP)	A format used for displaying and storing Windows images.
PC Paintbrush (.PCX)	A format commonly used for paint applications.
Windows images (.DCX)	A format for multipage PCX files.
Joint Photographic Experts Group (.JPG)	An international standard for the compression of digital photographic images.
Graphics Interchange Format (.GIF)	A popular format for images on CompuServe.
Tag Image File Format (.TIF)	A format that works well for storage and exchange between desktop publishing and graphic arts applications. TIFF also works well between different platforms, such as Microsoft Windows and Macintosh. PaperPort supports single- and multipage TIFF.

To import a file created in another application:

1. From the **File** menu, choose **Import**. The Import dialog box appears.



Select the format of the file that you want to open.

2. From the **List Files of Type** drop-down list, choose the format type.
3. In the list of file names, select the file to import and click **OK**, or double-click the file name.

Working with Color and Grayscale Images

You can display color images on the PaperPort Desktop. For example, if you import a color image from another application, it will appear in color in PaperPort.

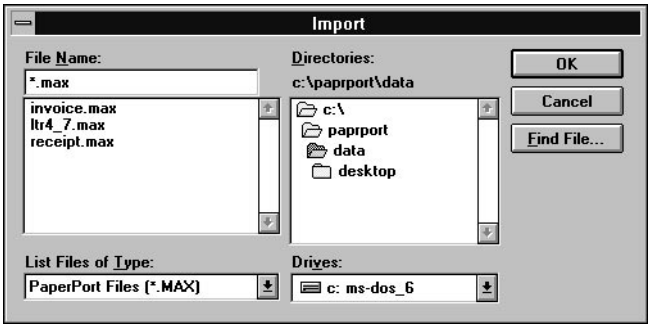
PaperPort can also print in color to a color printer. Color images scanned with the PaperPort scanner are converted to grayscale if the item was scanned with the Snapshot or Photograph scan setting, or a custom setting with a bit depth set to more than one bit.

Importing PaperPort Items Saved as Files

If you have exported a PaperPort item as a file, you can import it back into PaperPort.

To open a PaperPort item previously exported as a file:

1. From the **File** menu, choose **Import**.



   The file type is .MAX. Unless you specified otherwise when exporting and saving the original PaperPort item, it was exported as a .MAX file.

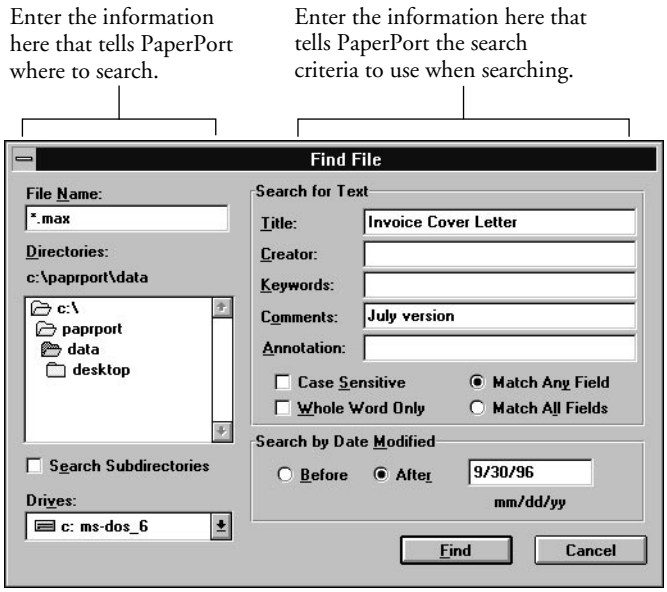
2. Select the file and click **OK**, or double-click the file name.

Finding Files to Import

If you want to import a file but don't remember its name or where it is located, you can use the Find File features available in the Import dialog box.

To find a file that you have already exported:

1. In the Import dialog box, click the **Find File** button. The Find File dialog box appears.



2. To search on another drive, select it from the Drives drop-down list.
3. Select the directory that you want to search.

   Select **Search Subdirectories** to also search all the subdirectories within the specified directory.

4. Enter the information on the right-hand side of the dialog box.

   Use the **Search by Date Modified** option to find the file based on the date when it was last modified. Enter the date in the space; enter it as month/day/year, such as *9/30/96*. The Before option searches for all files prior to the date; select After to search for files after that date.

   The other fields are the same as the ones you use to find an item on the PaperPort Desktop. For more information, see "Finding Items" on page 86.

5. Click **Find**. PaperPort will search using the criteria you have specified, and will list all matching files.

Exporting PaperPort Items

Exporting an item saves a copy of it. The original item remains on the PaperPort Desktop. Export an item when you want to:

- Save the file on a floppy disk.
- Save the file as a DOS file or in some other format.
- Give the file to someone else to open in an application that requires a different file format, such as a Bitmap (.BMP) file.

For example, with PaperPort you can scan pictures of your employees, export the scanned images in a popular graphic format (such as TIFF or BMP), and open and save the graphics in a database.

Scan each employee's picture, save the image in an appropriate format such as a TIFF file, and add it to the employee database.

You can export a PaperPort item in one of these formats:

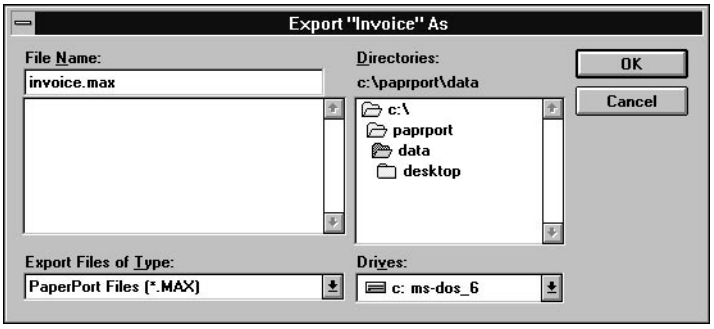
- PaperPort (.MAX)
- Windows Bitmap (.BMP)
- Windows Paintbrush (.PCX)
- Multipage PCX (.DCX)
- Several versions of TIFF (.TIF)
- JPEG (.JPG)
- Graphics Interchange Format (.GIF)
- Portable Document Format (.PDF)

To export an item:

1. On the PaperPort Desktop, select the item you want to export.

   You can export both individual items and stacks. To export a page from a stack, unstack the page from the stack and select it.

2. From the **File** menu, choose **Export**.



3. Select the drive and directory where you want to save the item.
4. Select the file format from the Export Files of Type drop-down list.

   If you want to export the item as a PaperPort file, select **PaperPort Files (*.MAX)** from the list.

   If you export a PaperPort item in any format other than a PaperPort (.MAX) file, annotations in that file cannot be edited, deleted, or moved. If the annotations are hidden, they are not exported.
5. Type the name of the file in the File Name box.

▼ **NOTE:** If you don't type a name for the file, PaperPort uses the item's title. If the title is longer than eight characters, PaperPort uses only the first eight characters of the title. For example, if the item's title is Update Memo, its file name will be UPDATEME.MAX.

6. Click **OK**.

▼ **NOTE:** PaperPort items exported as BMP or TIFF files can be as much as 10 times larger than the original PaperPort items. If you have an application that compresses files, you may want to compress the exported files before saving them on a floppy disk.

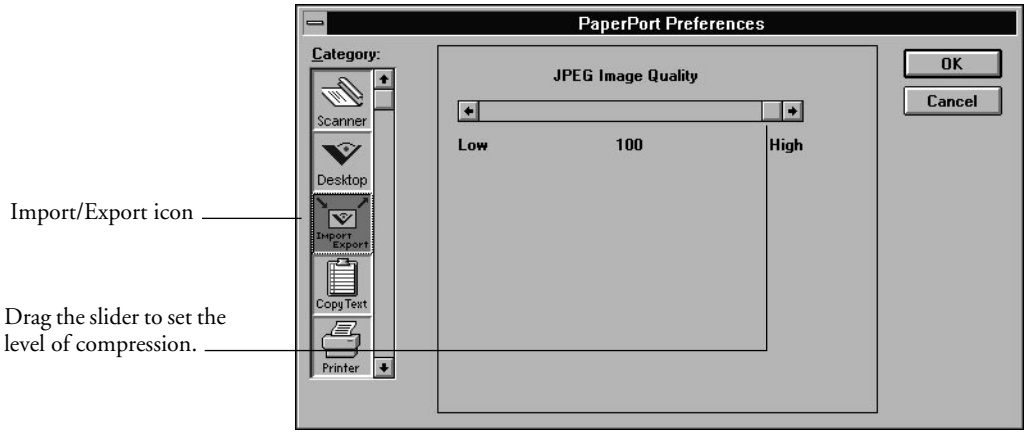
EXPORTING FILES WITH COMPRESSION

Color images and grayscale images, when exported as files, can become large files requiring large portions of hard disk space. To overcome this problem, PaperPort has a built-in compression feature that uses the JPEG file format to compress files. The more that a file is compressed, the less disk space it requires. However, there is a trade-off. As compression increases, image quality decreases. Therefore PaperPort lets you determine the level of compression that is best for your files.

To use this feature, the files must be exported in the JPG format.

To set the amount of compression:

1. From the **Edit** menu, choose **Preferences**.
2. Click the **Import/Export** icon in the Category list.



3. Drag the slider to set the level of compression. The higher the setting, the better the image quality and the lower the compression.

Trial and error with the amount of compression will determine the best setting for your requirements. The setting applies to all files exported in the JPG format.

▼ **NOTE:** Use compression only for color or grayscale images. Text items and black-and-white items should not be compressed.

PRINTING FROM OTHER APPLICATIONS

You can print files from other applications onto the PaperPort Desktop. This is how to get spreadsheets, pictures, database files, word-processing files, and other files onto the PaperPort Desktop.

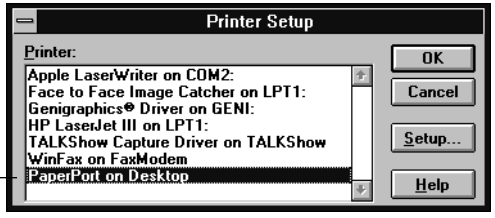
▼ **NOTE:** Color images are converted to grayscale when printed to the PaperPort Desktop. To retain the color, use the PaperPort Import command to import the image file into PaperPort.

To print from other applications to the PaperPort Desktop:

1. Start the application from which you want to print, and open the file in that application.
2. From the application's **File** menu, choose the command for setting up the printer. Some applications have a **Print Setup** command (usually in the **File** menu), others use a **Setup** button in the Print dialog box. If you have questions, refer to the user manual.

   You will see a dialog box similar to the following (this dialog box is from Microsoft Excel).

Select PaperPort on Desktop as the printer.



3. In the printer list, select **PaperPort on Desktop**.
4. Click the appropriate button to set PaperPort as the current printer. Click **OK**, or in other applications, click **Set as Default Printer**.

5. Use the application's Print command to print the file.

   The file prints to the PaperPort Desktop. You will see the new untitled item on the PaperPort Desktop.

▼ **NOTE:** After you finish printing to PaperPort, remember to reset the printer to your regular printer.

▼ **TIP:** By clicking the Setup options button, you can set the document dots-per-inch (dpi) print setting to 200 or 300 dpi.

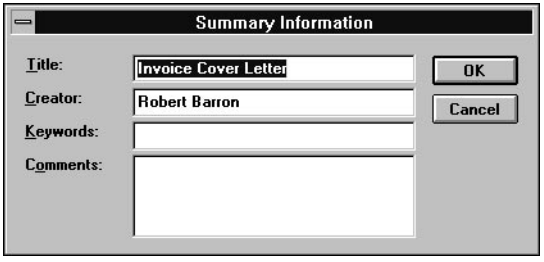
Adding Summary Information to Items

Summary information helps you find items quickly. When searching for items, PaperPort looks for a match between the summary information and the search criteria that you specify.

▼ **NOTE:** If you are going to combine items into a stack, add the summary information *after* stacking the pages. Summary information added to individual items that are then stacked is not saved.

To add summary information about an item:

1. Select the item in Desktop View or display it in Page View.
2. From the **File** menu, choose **Summary Info**. The Summary Information dialog box appears.



3. Type the summary information that you want.

Information	Description
Title	The title of the item. This field is blank if the item is untitled. Changing the title here also changes it on the PaperPort Desktop.
Creator	The name that was entered when PaperPort was initially installed. You can change the name.
Keywords	Words that PaperPort uses to find items. Use a comma to separate keywords—for example, Smith Corp. invoice, Building project, Jacques. PaperPort finds items with keywords that match *any one* keyword that you specified.
Comments	Information that will help you remember facts about the item, such as "Copy Sent to NW Sales Office" or "Received as Fax from Frankfurt."

4. Click **OK**. Summary information is attached to the item and will appear in its Summary Information dialog box.

Finding Items

PaperPort has an extensive set of features to help you quickly find an item. You can find items by using:

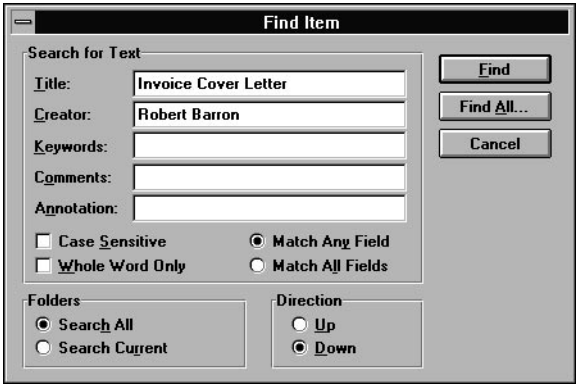
- The Find Item command to search for items in Desktop View.
- The Find Annotation command to search for annotation text in Page View.

To use the find features, you specify the information to use for searching. That information is called the search criteria. PaperPort looks through the items to find those whose summary information matches the search criteria.

▼ **NOTE:** You can also browse through items on the PaperPort Desktop or in the open folder using the Browse button or the Browse command.

To find an item in Desktop View:

1. From the **Edit** menu, choose **Find Item**, or click the **Find** button on the **Command Bar**. The Find Item dialog box appears.



   You specify the search criteria in the text fields of this dialog box.

2. Type the information that you want to use to find the item. The following table describes the text fields.

Text Field	Description
Title	The title given to the item.
Creator	The name listed in the Summary Information dialog box as the creator of the item.
Keywords	The item's keywords listed in its Summary Information dialog box.
Comments	Comments added in the item's Summary Information dialog box.
Annotation	Annotation text added to the item with the PaperPort Annotation tools.

3. Select the options for the search, as described in the following table.

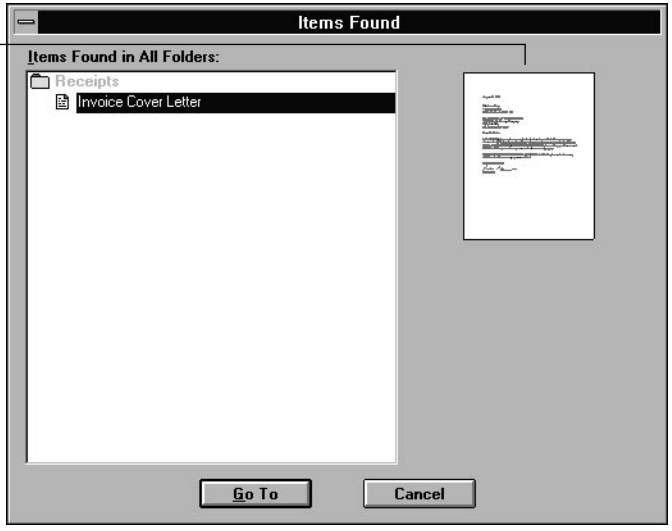
Search Option	Description
Match Any Field	PaperPort finds items when any of the search criteria in the Find Item dialog box match the information in the Summary Information dialog box.
Match All Fields	PaperPort finds only the items that match all of the search criteria. These options are available only when text is in more than one of the fields.
Case Sensitive	PaperPort finds items when the title, creator, keywords, comments, and annotations have exactly the same combination of upper- and lowercase characters as the search criteria text.
Whole Word Only	PaperPort finds items only if the whole word of the summary information matches the whole word of the search criteria text.
Folders: Search All/ Search Current	Search All—PaperPort searches all of your personal folders. Search Current—PaperPort searches only the folder that is currently open.
Direction: Up/Down	PaperPort searches either up or down through the list of items. To search backward through the items, select Up. If the item is not found, PaperPort searches the other items.

4. Click one of the search buttons:

   Find—Finds the first item that matches the search criteria and selects it on the PaperPort Desktop.

   Find All—Finds all of the items that match your search criteria options and lists them in the Items Found dialog box.

Thumbnail of the item selected in the list



5. Select an item in the list to display its thumbnail.
6. When the correct item is selected in the list, double-click it or click the Go To button. The item is selected on the PaperPort Desktop.

▼ **TIP:** If you selected the Find option (instead of Find All) and want to see the next item in the search that meets the search criteria, choose Find Next from the Edit menu (or press the F3 key).

▼ **TIP:** If PaperPort finds the item based on annotation text, the item will be selected on the PaperPort Desktop. Switch to the Page View, and then choose Find Next from the Edit menu (or press F3). The exact annotation on the page will be displayed and selected.

FINDING ANNOTATIONS

While you are working in Page View, PaperPort can find annotation text in a mark-up or sticky note. For example, if you have a multipage contract and have exceptions to the wording, you could add an annotation such as "Check This" at each place where the wording needs to be revised. Then when you have finished reading the contract, finding the annotations is a quick way to get to the clauses that need revision.

▼ **NOTE:** You can find annotation text in both Desktop View and Page View. In Page View, PaperPort searches through the pages of the stack. If you use the process in Desktop View, PaperPort searches through all items on the desktop and selects the thumbnail that has the annotation.

To find an annotation:

1. Click the **Find** button, or from the **Edit** menu in Page View, choose **Find Annotation**. The Find Annotation dialog box appears.

   To find the item while in Desktop View, choose **Find Item** from the **Edit** menu.

2. Type the text that you want to find, and select the search options.

3. Click **Find**. PaperPort begins searching for the text you typed.

   In Page View, the annotation that is found is selected. In Desktop View, the item with the annotation text is selected.

4. To find the next occurrence of the annotation, choose **Find Next** from the **Edit** menu.

▼ **TIP:** If the annotation you are looking for is on a page in a stack, find the stack in Desktop View, switch to Page View, and press F3. PaperPort finds the page with the annotation and displays it.

Using Windows Object Linking and Embedding

You can insert a PaperPort item into another Windows application, such as Microsoft Word 6.0, by using Object Linking and Embedding (OLE). The item will appear in the Word document, creating a special link between the PaperPort application and Word. An application that contains an OLE object is called a container application. Word 6.0 is a typical container application for a PaperPort item.

When you double-click the item in Word, PaperPort opens so that you can view or edit the item. Although you can perform some editing in PaperPort, generally you will want to edit the item by using one of the application icons on the PaperPort Desktop, such as Microsoft Paintbrush or one of the other graphics programs.

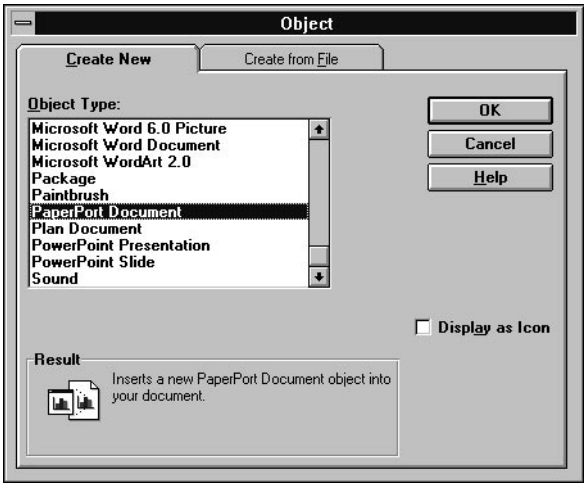
Before starting, check to see if the container application that you want to use supports OLE. Look for the Insert Object command, which is usually found in the Edit or Insert menu.

▼ **NOTE:** Not all Windows applications use OLE in the same way. If an Insert Object command is not available, check the application's user guide to see if it supports OLE.

To insert a PaperPort item into another application:

1. In the container application, click where you want the PaperPort item inserted.
2. From that application's **Edit** or **Insert** menu, choose **Insert Object** or a similar command.

   The Object dialog box appears.



   The Object dialog box may be different from the one shown here, depending on the version of Windows and OLE that you are using.

3. Select **PaperPort Document** and click **OK**. PaperPort opens.

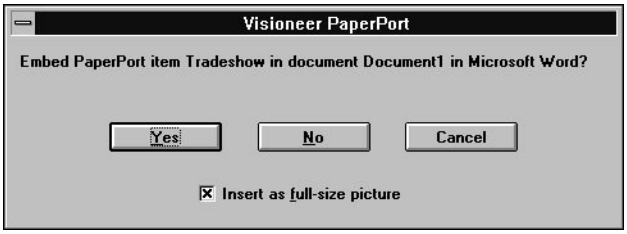
   A message box summarizes the steps for inserting an item.

Visioneer PaperPort
To insert an object, please select an item on the desktop and choose "Return to..." from the File menu.
Don't display this message again.
Continue

4. Click **Continue**.
5. On the PaperPort Desktop, select the item that you want to insert into the other application.

6. Click the **OLE Rtn** button on the Command Bar, and then choose **Return to [file name]**. In this case, [file name] represents the name of the container file that you choose from the **File** menu.

   A message appears and asks you to complete the OLE connection.



7. To insert the item in its full size, select the check box **Insert As Full-Size Picture**. To insert the item as a thumbnail, do not select the check box.

▼ **NOTE:** In PaperPort, you can also select the Full-Size Image or Thumbnail option in the Import/Export Preferences dialog box.

8. Click **Yes** to insert the selected item into the container application at the current cursor position.

   To select a different item, click **No**, and PaperPort remains open. If you click **Cancel**, the container application will be displayed.

Additional Ways To Use OLE

There are two other ways to insert an item into a container application:

- Copy the item in PaperPort and paste it into the container application. The OLE link is established when the item is pasted.
- Open both applications, select the item in PaperPort, and while holding down the Ctrl key, drag the item into the container application. A copy of the item is pasted into the container application. When you release the mouse button in the container application, the OLE link is established. If you don't hold down the Ctrl key, the item is cut from PaperPort and pasted to the other application.

- Use the PaperPort Preferences dialog box to determine how to insert a PaperPort item as an OLE object into another application. In the PaperPort Preferences dialog box, select the Import/Export icon, and then select either Full-Size Image or Thumbnail.

Editing an OLE Object

To edit an inserted item:

1. In the container application, such as Word, double-click the item.

   PaperPort starts, and a temporary copy of the item is selected. On the PaperPort Desktop, a dotted outline around the copy indicates that the copy is linked to a container application. Page View opens so that you can edit the item in PaperPort.

2. Edit the item.

3. If you have finished, quit PaperPort, and the item will be updated in the container application.

   To continue using PaperPort, choose **Update PaperPort Document in [file name],** where the file name is the name of the container file from the **File** menu. Then press the **Delete** key or choose **Delete Item** from the **File** menu to delete the temporary item from the Desktop.

   The container application is displayed with the updated item. Annotations will not appear in the container application.

To edit the item in another application:

1. Select the temporary copy of the item on the PaperPort Desktop, and drag it onto one of the link icons. Typically, you will use a graphics application such as Microsoft Paintbrush.

   The editing application opens and displays the item.

2. Use that application's editing tools to edit the item.

3. When you have finished editing the item, save it in that application and then quit the application. The changes appear in the PaperPort item.
4. From the File menu, choose **Update PaperPort Document in [file name]**.
5. Press the **Delete** key or choose **Delete Item** from the **File** menu to delete the temporary item from the Desktop.

   The item in the container application will have the changes made in the graphics application

CHAPTER 7

Annotating Items

"For just when ideas fail, a word comes in to save the situation."
—Johann Wolfgang von Goethe

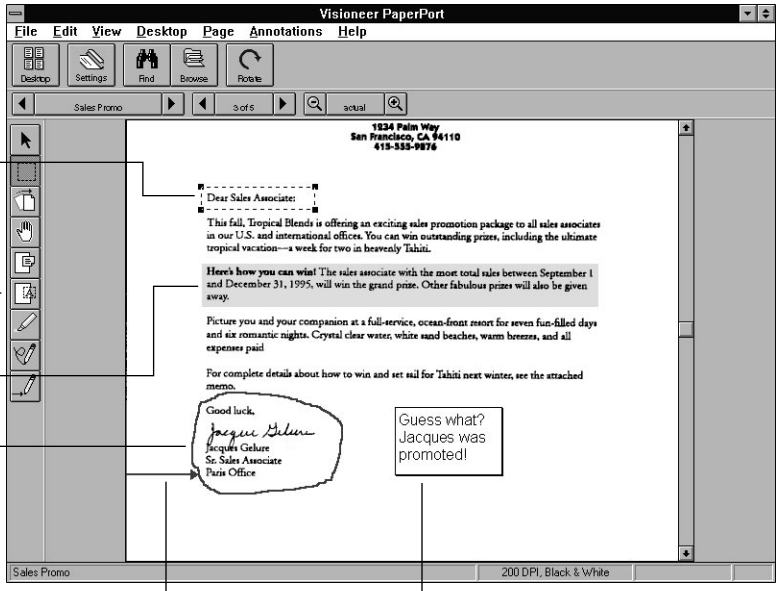
To communicate well, you need to draw the reader's attention to important information. When working with paper, you can highlight text with highlighter markers, add sticky notes, and circle text with a pen or pencil. With PaperPort you can use these methods, but in electronic form.

This chapter tells you how to:

- Copy, cut, paste, and crop information
- Add sticky notes
- Fill in preprinted forms
- Highlight information
- Add freehand annotations
- Draw lines and arrows
- Add graphics
- Edit annotation text
- Change the size, font, and color of annotation text
- Move and resize annotations
- Copy, cut, and paste annotations
- Display and hide annotations
- Undo some or all annotations
- Delete annotations

A Look at the Annotation Tools

In Page View, select an Annotation tool and use it on the page.


Visioneer PaperPort
File Edit View Desktop Page Annotations Help
Desktop
Settings
Find
Browse
Rotate
Sales Promo
3 of 5
actual
1234 Palm Way
San Francisco, CA 94110
415-333-9876
Dear Sales Associate:
This fall, Tropical Blends is offering an exciting sales promotion package to all sales associates in our U.S. and international offices. You can win outstanding prizes, including the ultimate tropical vacation—a week for two in heavenly Tahiti.
Here's how you can win! The sales associate with the most total sales between September 1 and December 31, 1995, will win the grand prize. Other fabulous prizes will also be given away.
Picture you and your companion at a full-service, ocean-front resort for seven fun-filled days and six romantic nights. Crystal clear water, white sand beaches, warm breezes, and all expenses paid
For complete details about how to win and set sail for Tahiti next winter, see the attached memo.
Good luck,
Jacques Gelure
Sr. Sales Associate
Paris Office
Guess what? Jacques was promoted!
Sales Promo
200 DPI, Black & White

Selection. Select an area to cut, copy, paste, or crop.

Straighten Page.

Mark-Up. Add text to preprinted forms.

Highlighter. Highlight information.

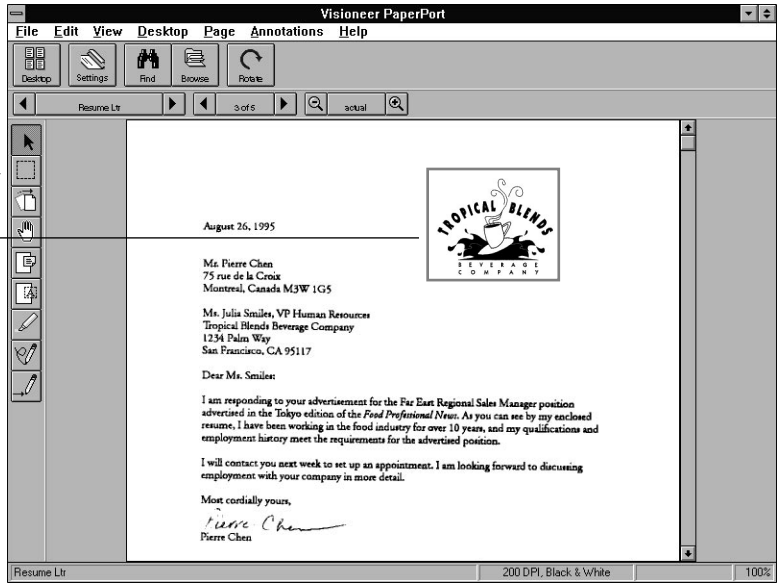
Freehand. Circle or underline information.

Arrow. Add an arrow or line.

Sticky Note. Add a sticky note.

Copying, Cutting, and Pasting Information

With PaperPort you can select information and cut, copy, and paste it to another location on the page, to another page, or to another application file. You can also create a new PaperPort item by pasting selected information directly onto the PaperPort Desktop. For example, if you want to use your company logo in a word-processing file, you can scan an item containing the logo and then select, copy, and paste the image into the word-processing file.


Visioneer PaperPort
File Edit View Desktop Page Annotations Help
Desktop
Settings
Find
Browse
Rotate
Resume Ltr
3 of 5
actual
August 26, 1995
Ms. Pierre Chen
75 rue de la Croix
Montreal, Canada M3W 1G5
Ms. Julia Smiles, VP Human Resources
Tropical Blends Beverage Company
1234 Palm Way
San Francisco, CA 95117
Dear Ms. Smiles:
I am responding to your advertisement for the Far East Regional Sales Manager position advertised in the Tokyo edition of the Food Professional News. As you can see by my enclosed resume, I have been working in the food industry for over 10 years, and my qualifications and employment history meet the requirements for the advertised position.
I will contact you next week to set up an appointment. I am looking forward to discussing employment with your company in more detail.
Most cordially yours,
Pierre Chen
Resume Ltr
200 DPI, Black & White
100%

Selection tool

Selected logo in a scanned item.

Copy and Paste Options

You can copy (or cut) and paste to and from pages and applications in several different combinations:

- *From one page to another in Page View.* The copied image is pasted onto the receiving page; you can then move the image into place.
- *From Page View to the PaperPort Desktop.* A new item is created on the Desktop with the copied image on it.
- *From Page View to another application.* The copied image appears on the page in that application; you can then move that image to its correct position in that application.
- *To PaperPort from another application.* If the copied image is a graphic, pasting it to the PaperPort Desktop creates a new item with the image on it. Pasting to the Page View puts that image on the page being displayed. If the copied material is text, it can be pasted to a PaperPort sticky note or mark-up note, but copied text cannot be pasted directly to a thumbnail on the PaperPort Desktop.

▼ **NOTE**: Another copy and paste option is the Copy As Text command in the Edit menu. This option uses the OCR features of PaperPort for text being copied from PaperPort to another application. For more information about the Copy As Text feature, see Chapter 8, "Using PaperPort Links."

To copy and paste information from PaperPort:

1. In Page View, click the **Selection** tool on the **Annotation Tool Bar**. The cursor changes to a crosshair.
2. Drag the crosshair to surround the area that you want to copy. A dashed box appears around the area as you select it.

   If you need to increase or decrease the size of the area that you selected, drag one of the handles on the dashed selection box.
3. From the **Edit** menu, choose **Copy**.
4. To paste onto another page, display that page in Page View.

   To paste the selection into another application file, such as a Microsoft Word file, switch to that file and click where you want the selection to be pasted.

   To paste the selection to the PaperPort Desktop, click the Desktop button on the Command Bar.
5. From the **Edit** menu, choose **Paste**. The copied information appears. A pasted selection is treated as a graphic; you cannot edit any copied text in the word-processing file.

   If you paste the selection onto another PaperPort page, it appears at the upper-left corner.

   If you paste the selection to the PaperPort Desktop, a new item appears and it is selected.

6. If you pasted the image to another application, you usually will be able to select the image and drag it to the location you want. However, not all applications work the same way. See the user guide for that application for details.

   If you are pasting onto another PaperPort page, put the cursor in the dashed box. The cursor becomes a hand pointer. Now drag the image.

7. When the image is exactly where you want it, click anywhere else on the page. The image will be pasted at the new location.

▼ **NOTE:** You cannot use the Selection tool to copy and paste PaperPort annotations. If the area you select contains annotations, they will not be copied and pasted. For more information about copying and pasting annotations, see "Fine-Tuning Annotations" on page 111.

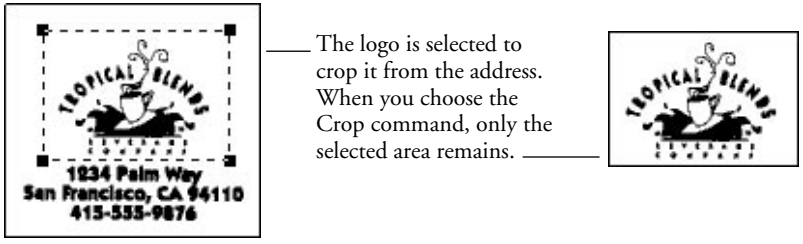
Cropping an Image

If you want to display only a portion of an image, you can **crop** it. The cropped portion remains visible, and the rest is removed from the page.

To crop on a page:

1. In Page View, click the **Selection** tool on the **Annotation Tool Bar**. The cursor changes to a crosshair.

2. Drag the crosshair around the area to crop. A dashed box appears around the area as you select it.


TROPICAL BLENDS
1234 Palm Way
San Francisco, CA 94110
415-555-9876
The logo is selected to crop it from the address. When you choose the Crop command, only the selected area remains.
TROPICAL BLENDS

If you need to increase or decrease the size of the area that you selected, drag one of the handles on the dashed selection box.

Annotations within the area that you want to crop must be entirely enclosed by the dashed box, or they will be deleted.

3. From the **Edit** menu, choose **Crop**. The portion of the image outside the selection box is removed from the page.

   The thumbnail on the PaperPort Desktop will also indicate that an area has been cropped from the page.

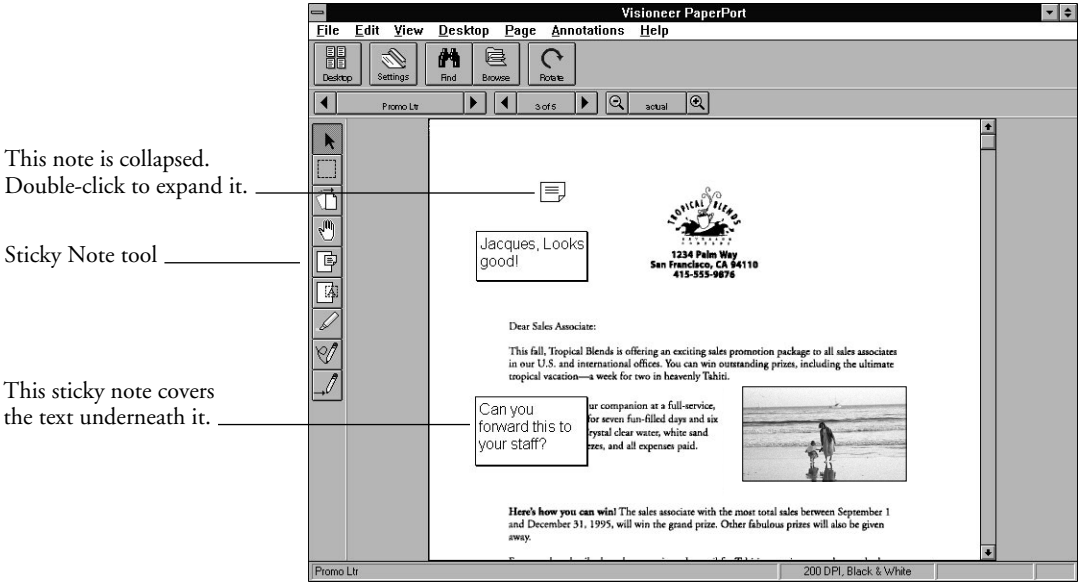
Working with Sticky Notes

Sticky notes are similar to paper sticky notes; they can contain several lines of text, and you can place them wherever you like in an item. As with a paper sticky note, when you place a PaperPort sticky note on a page, the note covers the information beneath it. However, you can make PaperPort sticky notes as large or as small as you like, and then collapse them, minimizing the amount of information that is hidden.

You can use the Find Annotation feature to find text on both Sticky Notes and Mark-Ups. For more information, see Chapter 6, "Getting Items On and Off the PaperPort Desktop." To change the color of the text or its background, see "Fine-Tuning Annotations" on page 111.

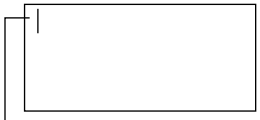
ADDING STICKY NOTES

The following figure shows three sticky notes added to a memo. Two notes are expanded and can be read; one note is collapsed so that it does not cover underlying text.


This note is collapsed. Double-click to expand it.
Sticky Note tool
This sticky note covers the text underneath it.
Visioneer PaperPort
File Edit View Desktop Page Annotations Help
Desktop Settings Find Browse Rotate
Promo Ltr
3 of 5
actual
Jacques, Looks good!
1234 Palm Way
San Francisco, CA 94110
415-555-9876
Dear Sales Associate:
This fall, Tropical Blends is offering an exciting sales promotion package to all sales associates in our U.S. and international offices. You can win outstanding prizes, including the ultimate tropical vacation—a week for two in heavenly Tahiti.
Can you forward this to your staff?
Here's how you can win! The sales associate with the most total sales between September 1 and December 31, 1995, will win the grand prize. Other fabulous prizes will also be given away.
Promo Ltr
200 DPI, Black & White

To add a sticky note:

1. In Page View, click the **Sticky Note** tool on the **Annotation Tool Bar**. The cursor changes to a small sticky-note symbol with crosshairs.



2. Click anywhere in the item and the default note size appears. The insertion point is ready for you to begin typing.
3. Type the note text. The note box expands to accommodate the amount of text you type.

   Don't worry about the size of the note box. You can resize it after typing the text. To resize it, click the **Pointer** tool, and then click the note box to select it. Drag the handles on the note box to resize it.

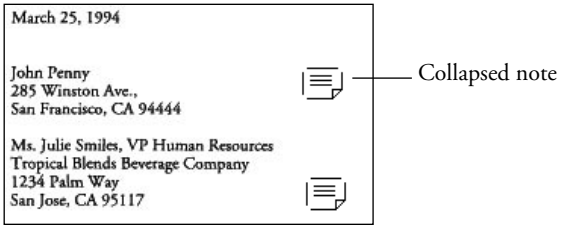
Collapsing and Expanding Sticky Notes

At times, you may want to collapse the sticky notes so that they don't cover text on the page. You may also find it more convenient to move or copy a collapsed note instead of an expanded note. Then, when you are ready to read the note, simply expand it.

▼ **TIP:** Avoid putting collapsed sticky notes close together on the page if others will be using PaperPort Viewer to view the item. With PaperPort Viewer either all notes are collapsed or all are expanded. You cannot individually expand or collapse notes.

To collapse notes:

1. In Page View, click the **Pointer** tool on the **Annotation Tool Bar**.
2. Select the note or notes that you want to collapse. You can collapse notes individually or in groups.
3. From the **Annotations** menu, choose **Collapse Sticky Notes**. All selected notes change to a collapsed form.



To expand collapsed notes:

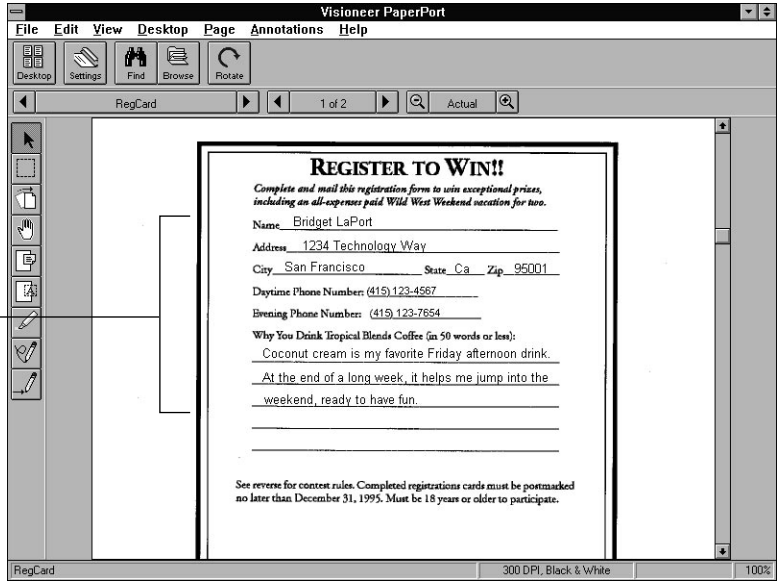
1. In Page View, click the **Pointer** tool on the **Annotation Tool Bar**.
2. Select the note (or notes) that you want to expand, and double-click it. You can also choose **Expand Sticky Notes** from the **Annotations** menu. The selected note expands. The text pointer is at the beginning of the note so that you can start typing new text.

March 25, 1994
John Penny
285 Winston Ave.,
San Francisco, CA 94444
Ms. Julie Smiles, VP Human Resources
Tropical Blends Beverage Company
1234 Palm Way
San Jose, CA 95117
He's local to the area
One note expanded and one note collapsed

Adding Text to a Page

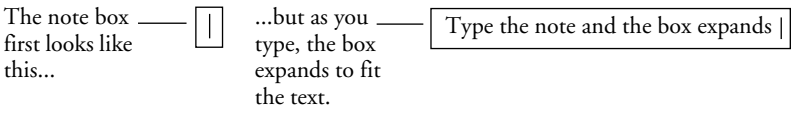
You can use the Mark-Up tool to add text to pages scanned into PaperPort. When you finish adding text with the tool, the box where you typed the text disappears so that it doesn't cover anything. The text looks just like you had typed it on the paper and prints the same way.

The following sample shows Mark-Up tool text on a registration card.


Visioneer PaperPort
File Edit View Desktop Page Annotations Help
Desktop Settings Find Browse Rotate
RegCard 1 of 2 Actual
REGISTER TO WIN!!
Complete and mail this registration form to win exceptional prizes, including an all-expenses paid Wild West Weekend vacation for two.
Name Bridget LaPort
Address 1234 Technology Way
City San Francisco State Ca Zip 95001
Daytime Phone Number: (415) 123-4567
Evening Phone Number: (415) 123-7654
Why You Drink Tropical Blends Coffee (in 50 words or less):
Coconut cream is my favorite Friday afternoon drink.
At the end of a long week, it helps me jump into the weekend, ready to have fun.
See reverse for contest rules. Completed registrations cards must be postmarked no later than December 31, 1995. Must be 18 years or older to participate.
RegCard
300 DPI, Black & White
100%
Text added with the Mark-Up tool

To add a mark-up:

1. In Page View, click the **Mark-Up** tool on the **Annotation Tool Bar**. The cursor changes to an insertion point.
2. Click the location on the item where you want to add a mark-up, and type the annotation.



3. To end the note, simply click elsewhere on the page, or click one of the other Annotation tools.

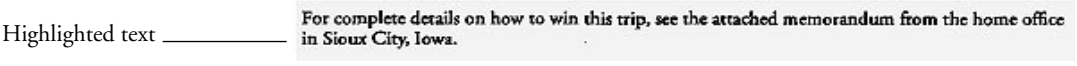
   Notes are designed to be a single line. You cannot press Enter and type a second line. If you want multiline notes, use the Sticky Note tool.

HIGHLIGHTING INFORMATION

Use the Highlighter tool to call attention to specific parts of an item, just as you would use a marker to highlight a section of a paper page. For example, you might want to highlight an important paragraph or some key phrases in a report.

To highlight information:

1. In Page View, click the **Highlighter** tool on the **Annotation Tool Bar**.
2. Drag the cursor across the text that you want to highlight. You can drag straight across a line of text to highlight it, or drag diagonally to create a "block" of highlighting—for example, to quickly highlight a paragraph.


Highlighted text
For complete details on how to win this trip, see the attached memorandum from the home office in Sioux City, Iowa.

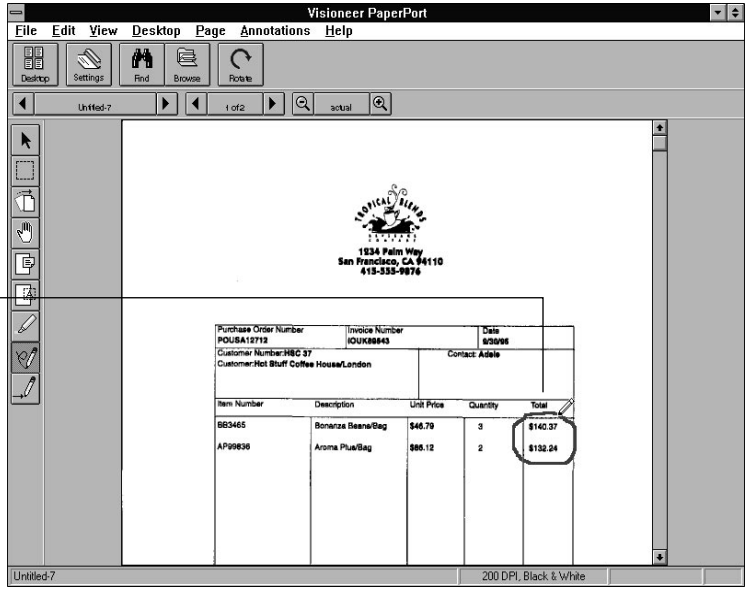
For information about changing the color of the highlighter, see "Selecting the Font and Color" on page 111.

ADDING FREEHAND ANNOTATIONS

Use the Freehand tool to draw, underline, circle, scribble on, or mark an item. The following is a sample.

When you circle text, others can quickly locate important information.

Freehand tool

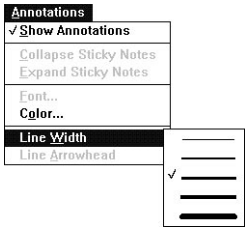


To add a freehand annotation:

1. In Page View, click the **Freehand** tool on the **Annotation Tool Bar**. The cursor changes to a pencil.
2. Drag the pencil to circle, draw, or mark text.

To change the line width of the freehand annotation:

1. Click the **Pointer** tool on the **Annotation Tool Bar**.
2. Select the freehand annotation.



3. From the **Annotations** menu, choose **Line Width**, and then choose one of the line width options. The checkmark indicates the currently selected option.

   The selected freehand annotation becomes the new width. Other freehand annotations already on the page will not be affected. The line width with the checkmark also determines the line width of any new annotations that you draw.

   You can also change the color of a freehand annotation using the Color command. For more information, see "Fine-Tuning Annotations" on page 111.

Drawing Lines and Arrows

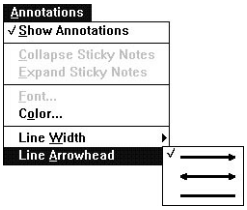
Use the Arrow tool to add lines and arrows to an item. This is a convenient way to point to important details or to connect an annotation to an area in an item.

To add lines and arrows:

1. In Page View, click the **Arrow** tool on the **Annotation Tool Bar**. The cursor changes to a crosshair.
2. Drag the mouse to create an arrow.

To change the line width or arrowheads:

1. In Page View, click the **Pointer** tool on the **Annotation Tool Bar**.
2. Select the line or arrow. A handle appears at each end.



3. From the **Annotations** menu, choose the **Line Arrowhead** or **Line Width** command, and then choose one of the line arrowhead or line width options. The checkmark indicates the currently selected option.

   The selected line or arrow changes to the new arrowhead style. Other lines are not affected.

   You can also change the color of a line or arrow annotation using the Color command. For more information, see "Fine-Tuning Annotations" on page 111 later in this chapter.

Creating a New Item

You can create a new, blank item in PaperPort, and then copy and paste text or graphics to it or add annotations. A new item is useful, for example, if you want to cut and paste graphics from a number of different items and collect them on one page.

To create a new item:

- From the **File** menu, choose **New Item**. A new blank item appears.

  In Desktop View, the new item is a blank page. In Page View, you can cut and paste data to the blank item or add annotations.

Adding Graphics to Items

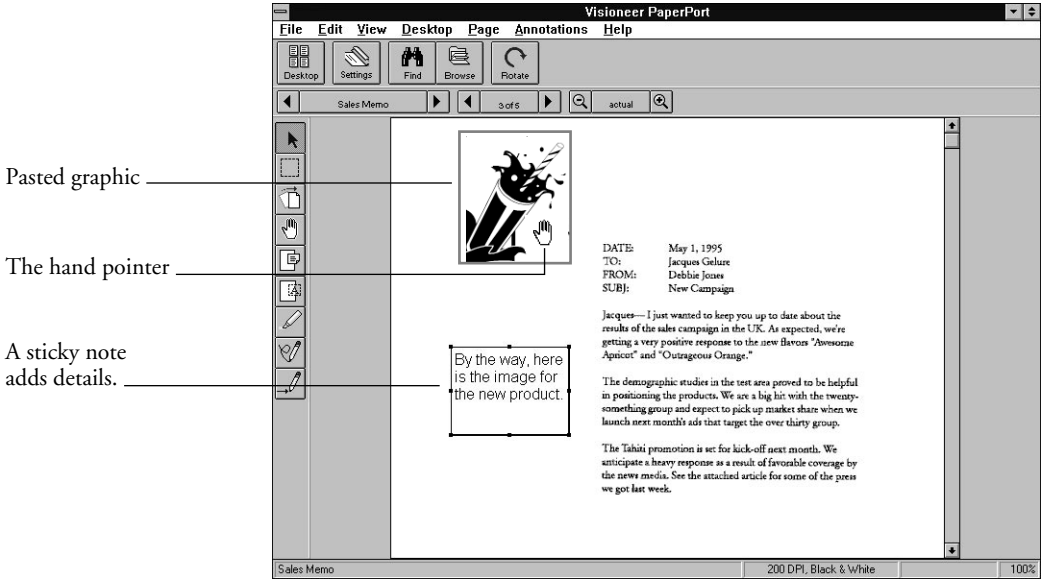
A picture or graphic can be added to an item. Use this feature to incorporate art from other applications, such as adding your company logo to a page.

To add a picture:

1. Start the application that contains the graphic, and display it.
2. Using that application's **Copy** command, copy the selected graphic to the Windows Clipboard.

   The graphic cannot be larger than the page to which you are pasting it in PaperPort. If you think that the graphic will not fit on the page, try reducing its size before copying it.
3. Switch to the PaperPort application.
4. Display the target item (the one that will receive the graphic) in Page View.

   You can also paste the selected graphic to the PaperPort Desktop. In that case, a new item is created on the PaperPort Desktop and it will have the selected graphic on it.
5. From the PaperPort **Edit** menu, choose **Paste**. The graphic appears on the PaperPort item at the upper-left corner of the page. It will have a dotted outline around it.


Pasted graphic
The hand pointer
A sticky note adds details.
Visioneer PaperPort
File Edit View Desktop Page Annotations Help
Desktop
Settings
Find
Browse
Rotate
Sales Memo
3 of 5
actual
By the way, here is the image for the new product.
DATE: May 1, 1995
TO: Jacques Gelure
FROM: Debbie Jones
SUBJ: New Campaign
Jacques— I just wanted to keep you up to date about the results of the sales campaign in the UK. As expected, we're getting a very positive response to the new flavors "Awesome Apricot" and "Outrageous Orange."
The demographic studies in the test area proved to be helpful in positioning the products. We are a big hit with the twenty-something group and expect to pick up market share when we launch next month's ads that target the over thirty group.
The Tahiti promotion is set for kick-off next month. We anticipate a heavy response as a result of favorable coverage by the news media. See the attached article for some of the press we got last week.
Sales Memo
200 DPI, Black & White
100%

▼ **NOTE:** Do not click anywhere else on the page or on another tool until the graphic is positioned *exactly* as you want it. When you click elsewhere on the page or on another tool, the graphic is deselected, embedded onto the page, and can no longer be moved. If the graphic is not where you want it, choose Undo Paste or Undo All from the Edit menu and start over.

6. To move the graphic, put the pointer within the graphic's dotted outline, and the pointer changes to a drag (hand) pointer.
7. Drag the graphic to the new location you want, and then click elsewhere on the page.

Fine-Tuning Annotations

You fine-tune an annotation by changing the color of the annotation background or text, editing and customizing the font or text size, and moving and resizing the annotation.

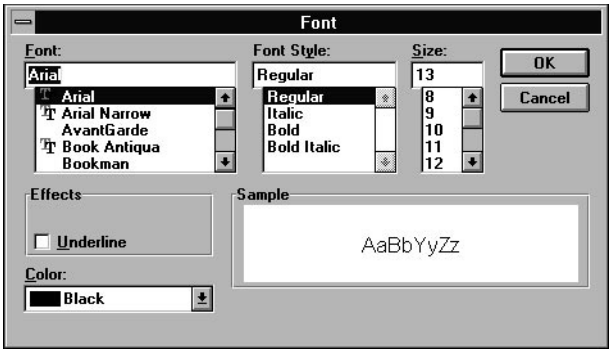
Selecting the Font and Color

With PaperPort you can customize the font, style, point size, and color of the text of a mark-up or sticky note before or after typing it. You can then add a statement in bold or match the font size in a scanned item.

You can also set the color for each PaperPort tool individually so that each one then draws in its own color. In addition, you can change the color of annotations already drawn on the page.

To set the text font, style, point size, and color for the Mark-Up and Sticky Note tools:

1. In Page View, click either the **Mark-Up** tool or the **Sticky Note** tool on the **Annotation Tool Bar**.
2. From the **Annotations** menu, choose **Font**.



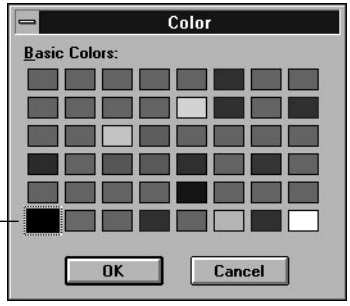
3. From the drop-down lists, select the font, font style, size, and color. As you make your selections, the sample changes to show you the new font characteristics.
4. Click **OK**. When you type text with the Annotation tools, it will have the new font characteristics.

To edit the font features of an existing annotation:

1. Click the **Pointer** tool on the **Annotation Tool Bar**.
2. Select the annotation.
3. From the **Annotations** menu, choose **Font**.
4. Choose new font features from the Font dialog box, and click **OK**. The text in the annotation will have the new characteristics.

To set the color for a tool:

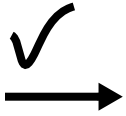
1. Click a tool on the **Annotation Tool Bar**.
2. From the **Annotations** menu, choose **Color**.



The currently selected color is outlined.

3. Select the color you want to use, and click **OK**. Now the tool will draw in that color. To change the color of text, use the **Font** command.
4. To see if it is the right color, add an annotation. For example, the freehand line or arrow, or the background of the sticky note annotation, will be in that color.

Freehand lines and arrows will be drawn in the color you selected.



For sticky notes the background will be the color you selected.

To change the color of an existing annotation:

1. Click the **Pointer** tool on the **Annotation Tool Bar**.
2. Select the annotation(s) that you want to recolor.
3. From the **Annotations** menu, choose **Color**.
4. Choose a new color from the Color dialog box, and click **OK**.

▼ **NOTE:** Mark-up annotations have transparent backgrounds, so you cannot change their background color. However, you can change their text color using the Font command.

Editing Annotation Text

If you make a mistake when writing a sticky note or a mark-up, you can edit the text.

To edit annotation text:

1. Display the page in Page View.
2.
   Click the **Pointer** tool on the **Annotation Tool Bar**.
3. Double-click the annotation containing the text. The cursor becomes a text insertion pointer in the text.
4. Now you can edit the text. Select (drag over) the text that you want to retype, or click in the text and edit it.

   You can also use the **Cut**, **Copy**, **Paste**, and **Delete** commands from the **Edit** menu to cut, copy, paste, and delete text.
5. When you have finished editing, click elsewhere on the page or select one of the other Annotation tools.

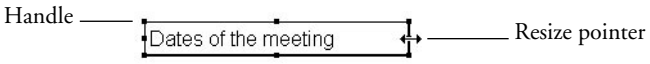
Moving and Resizing Annotations

After adding an annotation, you may decide to move it to another location on the page or change its size. For example, you may want to change the shape of a text frame, increase a highlighted area, or lengthen an arrow. For more information about moving an annotation to another page, see "Copying, Cutting, and Pasting Information" on page 98.

To resize annotations:

1. In Page View, click the **Pointer** tool on the **Annotation Tool Bar**.
2. Select the annotation that you want to resize. Handles appear on the frame surrounding the annotation, indicating that it is selected. Freehand and mark-up annotations cannot be resized.

3. Put the pointer on the handle that you want to drag. The pointer becomes a resize pointer.



4. Drag a handle to change the size.

To move an annotation:

1. In Page View, click the **Pointer** tool on the **Annotation Tool Bar**.
2. Select the annotation that you want to move.
3. Put the pointer inside the annotation box.
4. To move an annotation to a different location on the same page, drag it to the new location. Do not click a handle on the frame surrounding an annotation or you may inadvertently resize the box.

   To select and move multiple annotations, use Shift-click or Ctrl-click to select the annotations, or choose **Select All** from the **Edit** menu.

Copying, Cutting, and Pasting Annotations

To move an annotation to a different page in a stack or copy and then use it in another item, use the commands available in the Edit menu. From this menu, you can cut, copy, and paste annotations.

To copy, cut, and paste annotations:

1. In Page View, click the **Pointer** tool on the **Annotation Tool Bar**.
2. Select the annotations that you want to cut or copy.
3. From the **Edit** menu, choose the **Copy** or **Cut** command, depending on the results you want.

4. Display the page to which you want to move or paste the annotation. This can be a page within the same stack or a page in a different item.
5. From the **Edit** menu, choose **Paste**. The pasted annotation appears at the upper-left corner of the page.
6. Click the pasted annotation, hold down the mouse button, and drag the annotation to the location you want. If you have pasted multiple annotations, you can select them all and move them as a group.

▼ **NOTE:** You cannot copy a PaperPort annotation to documents in other applications, but you can copy and paste text from within a Sticky Note or a Mark-up annotation to another application.

Displaying and Hiding Annotations

PaperPort provides the option to display or hide annotations. This feature is especially useful if you want to print an item or send it as an electronic fax but do not want to include the added annotations.

▼ **NOTE:** When Show Annotations is selected, the annotations are visible on all items, not just on the currently displayed page.

To show or hide annotations:

- From the **Annotations** menu, choose **Show Annotations**.

When a checkmark is next to the command, the annotations are visible; if a checkmark is not there, the annotations are hidden.

Undoing Annotations

You can either undo the last annotation you were working on, or undo all changes made to the item with the Annotation tools. The undo options apply only as you are working on the page. If you switch to another page and then come back, you cannot use the undo options. Instead, you can select and delete the annotations that you don't want.

To undo the newest annotation:

- From the **Edit** menu, choose **Undo New Annotation**. The last annotation added to the page is removed.

  Undo New Annotation is available right after you add a new annotation. If you do anything else, such as move or resize the annotation, the Undo New Annotation command no longer applies.

To undo all the annotations:

- From the **Edit** menu, choose **Undo All Changes**.

Deleting Annotations

You can delete individual annotations one at a time or delete multiple annotations at the same time.

To delete annotations:

1. In Page View, click the **Pointer** tool on the **Annotation Tool Bar**.
2. Select the annotation(s) that you want to delete. To select multiple annotations, hold down the Shift key while clicking on them.
3. Press the **Delete key**, or from the **Edit** menu, choose **Delete**.

CHAPTER 8

Using PaperPort Links

"I have seen the future, and it works."
—Lincoln Steffens

The PaperPort application is designed to work with—**link** to—many other applications. The links available to PaperPort depend on the applications installed on your computer.

This chapter explains how to use PaperPort to:

- Convert scanned documents into text that can be edited
- Print items
- Send an item as an electronic fax and read faxes with PaperPort
- Send and receive items as e-mail
- Set link preferences

Overview of Using Links

PaperPort Links let you send an item to another application without leaving the PaperPort application. PaperPort automatically displays link icons for your printer, and the applications that PaperPort supports, including word processing and spreadsheet applications, electronic fax, e-mail, graphics, and Optical Character Recognition (OCR) applications.

The PaperPort Links

The following figure shows five typical link icons, but the icons on your computer may be different.

The PaperPort link icons are at the bottom of the Desktop View.

Printer link—This icon lets you print items. Rather than choose the Print command from the File menu, simply drag the item you want to print onto the Printer icon.

E-mail link(s)—Use the e-mail icon to send a PaperPort item as an attachment to an e-mail message. The Link Bar displays an e-mail icon for each e-mail application that is installed on your computer (if PaperPort works with that application).

Electronic fax link(s)—The fax icon lets you fax items from the PaperPort Desktop using your fax software. If you are using one of the fax applications that PaperPort supports, the icon for that application will appear. If you are using another fax application, the icon will be a generic fax icon (as shown above). You can select that fax application in the PaperPort Preferences dialog box.

Word processor link(s)—The word processor icon displays the icon of the word-processing application that is available on your computer. This link will process an item, convert its image text into editable text, and then open it in the selected word processor. The preceding sample shows the link to Microsoft Word. Even if you don't have a word-processing application on your computer, PaperPort will show a link to Windows Write. If you have several word-processing applications on your computer, an icon appears for each one that PaperPort supports, and you can use any one for converting scanned text into editable text.

Graphics link(s)—Other links that PaperPort can add to the Link Bar include Microsoft Paintbrush, Adobe Photoshop, Corel PhotoPaint, and KidPix.

Spreadsheet link (not shown)—The spreadsheet icon displays the icon of any spreadsheet application that PaperPort supports. Use this link when you want to convert a scanned spreadsheet into editable numbers and text. Like the word processor link, this link will process an item, convert its image text and numbers into editable text and numbers, and then open it in the selected spreadsheet application. In most cases the cell layout of the scanned spreadsheet will be retained.

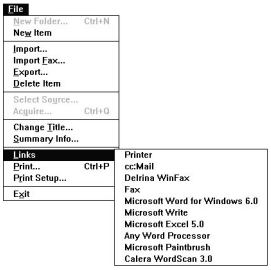
OCR link (not shown)—If another OCR application, such as TextBridge Professional, is installed on your computer, its icon will also appear on the Link Bar. When you use this OCR link, the Desktop item is converted to a file, then processed by that OCR application. If you later install another supported OCR application, PaperPort automatically adds its icon to the Link Bar.

▼ **NOTE:** Other applications can also become PaperPort Links. For example, if you use some other word-processing application or fax application, you can set the link icons to send items to those applications. For details, see "Setting Link Preferences" later in this chapter.

Basic Steps for Using Links

The steps for using links are similar for each link:

1. Prepare all items. For example, scan or print items onto the PaperPort Desktop and create stacks.



2. Drag and drop documents onto the appropriate link icon on the **Link Bar**, or choose **Links** from the **File** menu and select the appropriate link application from the **Links** submenu.

   You can also select the item(s) and just click the link icon.

3. The linked application opens. Use the linked application as you normally do. For example, if you are using an electronic fax link to send a document, address the electronic fax and send it.

▼ **NOTE:** Some applications limit the number of pages or documents that can be received from the PaperPort link. If you have trouble, try sending the PaperPort items in smaller batches. Some applications, such as graphics applications, accept only one page at a time.

Converting Text with OCR Software

A scanned document is an image, and you cannot edit its text in PaperPort. However, you can use PaperPort with OCR software to process a scanned item. The OCR software processes, or converts, the scanned text image to editable text; it does not translate photos or graphics.

You have several options for using OCR software with PaperPort:

- *Use the OCR software provided with PaperPort*. Use the word-processing or spreadsheet icons on the Link Bar. The text is processed by the OCR software, and then opened in your selected word-processing or spreadsheet application.
- *Use another OCR software link*. If you have a full OCR application on your computer, such as TextBridge Professional, you can use it to process the text. Use that OCR's icon on the Link Bar. That OCR application opens and displays the text.

- *Use the Copy As Text command*. You can select text, or an entire PaperPort item, copy it as text, and paste it into another application. During copying, the OCR software automatically converts the image into text. When you paste the text into another application, it is editable text.

In addition to the OCR software provided with PaperPort, several other OCR applications are also supported. For more information, see "PaperPort Software Specifications" on page 160.

Processing Text Using OCR Software

Use the following steps to process text using either the OCR software, such as TextBridge Professional, that you received with PaperPort, or other OCR software that you have on your computer.

You should use the Letter scan mode to scan items for OCR processing. The Letter scan mode is optimized for OCR performance.

To process text using the word processor or spreadsheet links:

1. On the PaperPort Desktop, select a document.

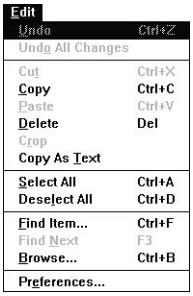
2. To use the OCR software that you received with PaperPort, drag and drop the item onto a **word-processing** icon or a **spreadsheet** icon on the **Link Bar**, or from the **File** menu, choose **Links**, then choose the name of the word-processing or spreadsheet program.

   The OCR software converts the text to editable text. A progress gauge appears while the text is being processed. The word-processing or spreadsheet application opens and the converted text is an untitled file waiting to be edited and saved.

   To use other OCR software if it is available on your computer, drag and drop the document onto that **OCR** icon on the **Link Bar**, or from the **File** menu, choose **Links** and then choose the name of the OCR software from the submenu. The document will be converted to a file and sent to the OCR software. That OCR application opens, and you can proceed in it as you normally would**.**

To process text using the Copy As Text command:

1. To process an item, select it on the PaperPort Desktop.
2. From the **Edit** menu, choose **Copy As Text**. PaperPort processes the text with the OCR software and places the now editable text onto the Clipboard. You can then paste the text into another application file, such as a word-processing document.



PRINTING ITEMS

You can print from both Page View and Desktop View. PaperPort can print in black-and-white, grayscale, and color. For example, if you import a color image into PaperPort, you can print it on a color printer.

To print an item:

1. In Desktop View, select the item that you want to print. In Page View, you do not have to select it.

   If the item has annotations that you don't want on the printed copy, display the item in Page View. From the **Annotations** menu, choose **Show Annotations** to remove the checkmark next to it.

2. In Desktop View, drag and drop the item onto the **Printer** icon on the **Link Bar**, or just click the **Printer** icon. In Page View, choose **Print** from the **File** menu.

   Select the print options from the Print dialog box.

▼ **NOTE:** If you have deselected the Display Print Dialog option in the PaperPort Preferences dialog box, printing starts immediately.

Option	Description
Print Range	**All** prints all pages in the selected item, including all pages in the stack. **Pages** prints a range of pages from the selected stack. Enter the pages to print in From and To.
Print to File	Prints pages to a file instead of to the printer. When you click OK, a dialog box appears for you to identify the file to receive the printed pages.
Copies	Prints the number of copies you specify.
Collate Copies	Prints the copies as collated items.
Setup	Displays a dialog box for selecting options for your printer. See your printer's user manual for a description of the options.

3. Click **OK** to begin printing.

Using PaperPort with an Electronic Fax

You can send an item with annotations from the PaperPort Desktop as an electronic fax. Your computer must have access to a fax modem and electronic fax software before you can send a fax from PaperPort.

To send items using the fax link:

1. On the PaperPort Desktop, select the item(s) you want to fax.

   If you don't want PaperPort annotations to appear in the faxed item, deselect the **Show Annotations** option from the **Annotations** menu.

2. Drag the item onto the **Fax** icon on the **Link Bar**, or choose **Links** from the **File** menu and choose the fax name from the submenu. To send a fax from Page View, use the **Links** command.

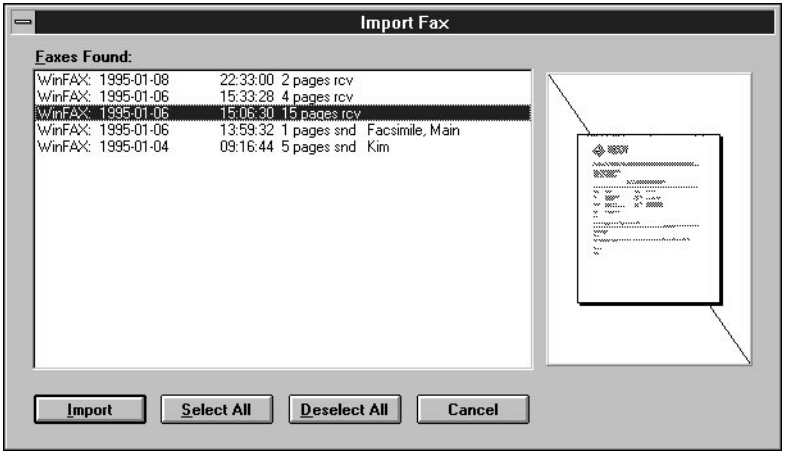
3. Use your electronic fax application as you normally do.

Reading Faxes in PaperPort

If you are using WinFax PRO, you can read faxes in PaperPort.

To read a fax created in WinFax PRO:

1. From the **File** menu, choose **Import Fax**. The Import Fax dialog box appears and lists the faxes available to be read in PaperPort.



2. Select one of the faxes in the list. A thumbnail of that fax appears in the dialog box.
3. Find the faxes that you want to read, and select them. To read all of the faxes, click **Select All**.
4. Click **Import**. The selected faxes appear on the PaperPort Desktop. You can now select them there and switch to Page View to read them.

USING PAPERPORT WITH E-MAIL

Using the PaperPort e-mail link, you can send an item from the PaperPort Desktop as an attachment to an e-mail message.

To send items using e-mail:

1. On the PaperPort Desktop, select the item(s) you want to send.

2. Drag and drop the item onto the e-mail icon on the **Link Bar**, or from the **File** menu, choose **Links**, and then choose the e-mail application name from the **Links** submenu.
3. Log on to the e-mail application in the usual way. The message addressing dialog box, which is different for each e-mail application, appears.
4. Fill in the message information, and then send the message

   PaperPort creates a file and attaches the item to an e-mail message. The file has the extension .MAX, for example, DOC-0001.MAX. If the item is a single page, the file name begins with PAGE and is followed by the item's number, for example, PAGE0002.MAX.

USING PAPERPORT WITH LOTUS CC:MAIL

If you use Lotus cc:Mail to send messages from PaperPort, a set of familiar dialog boxes will appear when you use the e-mail link.

To send a Lotus cc:Mail message:

1. Drag the item from the PaperPort Desktop onto the Lotus cc:Mail icon on the **Link Bar**.
2. In the Login dialog box that appears, enter the name and password that you normally use to log in to your Lotus cc:Mail account.

3. Click **OK**. The remaining dialog boxes that appear offer the standard Lotus cc:Mail options, including access to your private post office addresses and internet addresses. However, access to bulletin boards must be through the Lotus cc:Mail application itself.
4. When you send the message, the PaperPort item is sent as an attachment to the message.

Displaying E-mail Messages Sent from PaperPort

When you receive an e-mail message with an attached PaperPort file, you can view the e-mail message and the attached file. You can display an attached file in a variety of ways, depending on your e-mail software:

- With some e-mail applications, such as Lotus cc:Mail, you can double-click the attachment to display it. Or, depending on the e-mail settings, you can use Shift-double-click to automatically run the PaperPort application and display the attachment.
- Save the attached file using the e-mail Save or Save As command. Then open the attachment in PaperPort to display it.

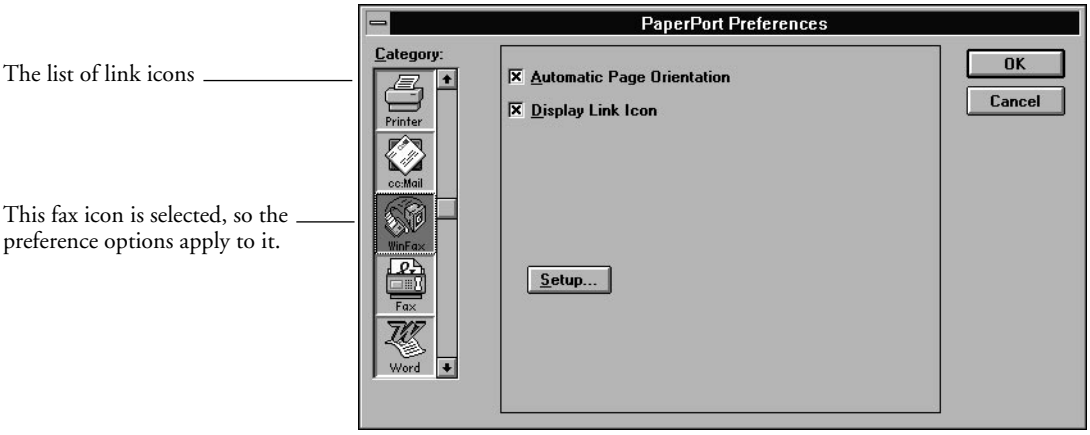
Setting Link Preferences

Each link icon on the Link Bar has a set of preferences for customizing the way that the link operates.

To set preferences for the Links:

1. From the **Edit** menu, choose **Preferences**. The PaperPort Preferences dialog box appears.

   Clicking the right mouse button on a link icon also displays this dialog box.



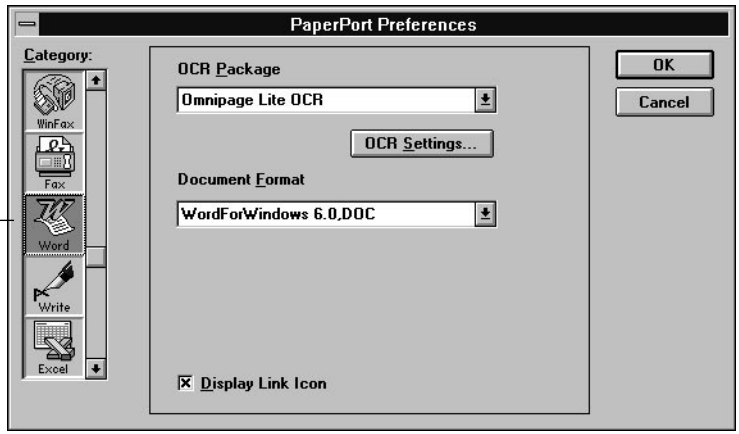
The Category list shows the Link icons. Use the scroll bar to see the icons on the list. It will show all of the word processor, spreadsheet, and other supported application links on your computer.

2. In the Category list, click the icon of the link you want to customize.

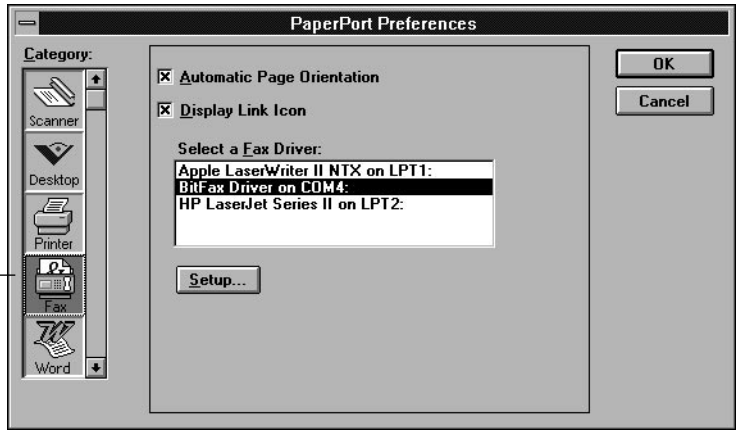
   For example, to set preferences for your fax software, click its Fax icon. Notice that there is also a generic fax link. Do not click that one; it is for selecting a new fax application.

Note that there is also a generic word processor (Text) icon. You use this icon to specify another application to work with the OCR software that you received with PaperPort. To use this link, click it and in the preferences for this icon, assign the other application's EXE file and file format to it.

The options in the PaperPort Preferences dialog box will apply to the icon you clicked. The following are samples for the word processor link and for the generic fax link.



If you have Microsoft Word 6.0 on your computer, this is the icon for the OCR software that you received with PaperPort. With the Preferences options, you can choose either another OCR package to work with the word processor, or another word processor to work with the OCR software.



If PaperPort does not automatically detect your electronic fax software, the fax link will be this generic fax icon. You can select the proper fax driver program for it as a preference.

3. Select the options for the link.
4. Click **OK**.

▼ **NOTE:** The options available in the PaperPort Preferences dialog box depend on the applications that are on your computer. For that reason, some of your PaperPort preferences may differ from those shown in the following table.

Link Icon	Option	Description
All that appear on the Link Bar	Display Link Icon	Select this option to see the icon on the Link Bar on the PaperPort Desktop. If this option is not selected, the icon does not appear, but you can still use the link by choosing it from the Link submenu.
Fax and Generic Fax	Automatic Page Orientation	Select this option to let PaperPort determine the proper mode—portrait or landscape—to send the fax.
	Setup	Use this option to display a dialog box for other fax setup options, such as page size and orientation. The options depend on the fax application.
Generic Fax only	Select a Fax Driver	Use this option to assign a fax driver to your generic electronic fax application (one that PaperPort does not configure automatically). PaperPort will add that fax icon to the Link Bar.
Word Processor, Spreadsheet, Copy As Text, and Generic Word Processor	Document Format	Choose the format for the converted text. For supported applications, PaperPort will automatically choose the right format. You can also choose other formats, such as ASCII, for special situations. The format *must* be supported by *both* the OCR software and the word processor application.
	OCR Package	Use this option if you have another supported OCR software package on your computer and want to assign it to the word processor link on the Link Bar. Click on the drop-down arrow, and choose the OCR package from the list.
	OCR Settings	Click to see special settings for the OCR software package you selected. Two typical options are: Auto Orientation—Matches the orientation of the converted text to the original text. Decolumnized Output—Organizes the text into a single format, even if the original document has multiple columns such as those in a newspaper article. (Use trial and error with this setting to see if it works for your scanned items.)

Link Icon	Option	Description
Copy as Text only	Word Processor Application	Use this option to select the application that will receive converted text from the OCR software. For example, to send the converted text to Notepad, enter the full path name of the Notepad application file (it will have an .EXE extension). But the application does not have to be a word processor. You can also set this link to send converted text to a spreadsheet.
	Browse	Use this button to select the application file (.EXE) for the OCR link. A dialog box appears, and you can find and select the .EXE file. When you select the file and click OK in that dialog box, the full path name is entered in the Application field.
Printer	Collate Copies	Select this option to print multiple copies, with the pages of each copy in sequence.
	Automatic Page Orientation	Select this option to change the page orientation of the printer to match the selected item's page orientation.
	Display Print Dialog	Select this option to display the Print dialog box before the item is printed.
	Setup	Select this option to display the Print Setup dialog box to choose the default printer and its options.
E-mail	File Format to Use	Select the file format in which to save the item when it is attached to an e-mail message. The available formats may include PaperPort (.MAX) and several Windows graphics formats. If you choose PaperPort (.MAX), the recipient must have PaperPort installed to read the attached PaperPort file.
	Save Password	Select this option if you want PaperPort to require the password before starting the e-mail application. If you save your password, PaperPort bypasses the Login dialog box. Not all e-mail links support this preference.

Link Icon	Option	Description
E-mail (continued)	Receipt	Select this option for a return receipt when the e-mail message is received and opened by a recipient.
	Log	Select this option if you want a copy of the message to be put into the user's log.
Graphics and additional OCR	File Format to Use	Select the file format in which to save the graphic item. The options will be Windows graphic formats, such as .BMP and .PCX.
	Replace Desktop Item if Modified	If you make changes to the image in the graphics application and then save the changes, the modified image replaces the original one on the PaperPort Desktop.
	Show Annotation Warning	If selected, a warning message appears when you drag an image onto the graphics link, reminding you that if you make any changes to the image in the graphics application and save the changes, all annotations made to the item in PaperPort are deleted.

PART THREE

Appendixes

Table of Contents

APPENDIX A

Messages

"A just cause is not ruined by a few mistakes."
—Fyodor Dostoyevsky

When a problem occurs, the PaperPort software displays a message that indicates the type of problem. This appendix explains what to do if you see one of those messages. Messages are listed by the following categories:

- Link messages
- Memory messages
- Desktop messages
- Disk and file messages
- Other messages

If you are still having difficulty in using the PaperPort scanner and software, see the appropriate section in Appendix B, "Troubleshooting," for more information.

Link Messages

PaperPort has detected that the support file MAXLINK.DLL has been overwritten by a recently installed link. Please install PaperPort again to install the correct MAXLINK.DLL.

If you install a supported linked application that has an older version of MAXLINK.DLL, it may overwrite the newer version in the PaperPort directory. In this case, simply reinstall the PaperPort software, and the correct version of this file will be properly installed.

Your OCR software was not able to process the selected pages.

This error can be caused by a low memory condition or a problem with the OCR software. For information about making more memory available, see "Memory Messages." Try scanning using either the Article or Letter scan mode, and then processing it with the OCR link. If the problem persists, reinstall your OCR software.

PaperPort cannot use the link <Linkname> because it is either damaged or incompatible with the current software version.

Try reinstalling the linked application. If the problem persists, contact Visioneer to see if an update is available for the link.

Please specify the name of your Fax software before using the Fax link.

You must select the fax software driver in the PaperPort Preferences dialog box.

To select the fax software driver:

1. From the **Edit** menu, choose **Preferences**.
2. Click the **Fax** icon under Category.
3. Select a fax driver, and click **OK**.

Memory Messages

There is not enough available memory to complete this operation. Please see PaperPort Help or the Troubleshooting section of your User's Guide.

PaperPort cannot receive printed pages. System memory may be low. Try exiting from other applications.

PaperPort is out of available system memory. Please close some other application(s) and select Retry to proceed, or select Cancel to close PaperPort.

These kinds of errors can be caused by low memory, insufficient system resources, or too few file handles. In Program Manager, choose About Program Manager from the Help menu to see the amount of available memory and system resources. You should have at least 4 MB of available memory (8 MB or more to use OCR) and 50 percent resources. Note that your computer should have 8 MB of physical RAM (not virtual memory) to use the OCR link.

To make more memory, resources, or file handles available, try the suggestions described in the rest of this section. Follow them in the order in which they appear (as they apply).

Are other applications running?

Quit any other applications that are running. If there are any items in your start-up program group, remove them, restart Windows, and try again. Note that some applications do not release all the memory or resources that they use even when you exit from the application, so restarting Windows with no applications in your start-up group can give you maximum memory and resources.

Do you have a Windows swap file?

If you do not already have one, create a permanent swap file in the Virtual Memory section of the 386 Enhanced control panel. Use the size suggested in the dialog box; however, make sure you have at least 20 MB or more of available space on the selected drive. For more information, see the *Microsoft Windows User's Guide*.

Is SmartDrive taking up too much memory?

SmartDrive, the DOS disk-caching utility, can take up a lot of memory and can reduce the usable size of your swap file. If you are using a computer with less than 6 MB of physical memory, you should limit the SmartDrive cache for Windows to 256K. To do this, edit your AUTOEXEC.BAT file. Find a line that starts with DEVICE=C:\SMARTDRV.EXE (there may also be some parameters on this line). The line could also have couple of numbers, such as DEVICE=C:\SMARTDRV.EXE 2048 1024. If these two numbers are present, change the second number to 256 or even 128. If these two numbers are not present, add them as 256 256 or even 256 128. (The first number represents the cache size under DOS; the second number under Windows.) Then save the file and restart your computer.

Is there enough memory available in DOS before starting Windows?

Before Windows starts, check the amount of memory available by typing MEM at the DOS prompt. The largest executable program size should be at least 450K. If it isn't, see your DOS and Windows user's guides for information about optimizing memory.

Are there enough file handles set in CONFIG.SYS?

Try increasing by 20 the line FILES= in your CONFIG.SYS file, and then restart your computer. For example, if the line currently reads FILES=30, change it to FILES=50, save the file, and restart your computer.

Desktop Messages

PaperPort cannot arrange your Desktop because system resources are low. Please close one or more applications and try again.

For information about closing other applications, see "Memory Messages" on page 139 earlier in this appendix.

The Desktop file is either damaged or missing. PaperPort will continue with a new Desktop.

The Desktop file contains information you need for accessing the items on the PaperPort Desktop. If this file is damaged, you may be able to fix it with the MAXFIX utility. From the Program Manager, use the Run command to start the MAXFIX utility. Then follow the instructions on the screen.

The Desktop file can be damaged if your computer is shut down while the PaperPort software is running, or if the PaperPort software is shut down in any way other than by a normal exit. If the PaperPort software can restore the Desktop file, it will continue normally; otherwise, please contact Visioneer Technical Support for help.

Disk and File Messages

PaperPort cannot use the file <filename> because it is damaged. You can run MAXFIX.EXE to repair this file.

PaperPort cannot read page <N> of the file <filename> because the page is damaged.

An item or page in a stack can be damaged if your computer is shut down while the PaperPort software is running or if the PaperPort software is shut down in any way other than by a normal exit. You might be able to repair this file by using the MAXFIX.EXE utility. From the Program Manager, use the Run command to start the MAXFIX utility. Then follow the instructions on the screen.

Other Messages

This item contains one or more annotations that cannot be displayed by this version of PaperPort.

The item contains one or more annotations created by an earlier version of PaperPort than the one you are using. You can view all the annotations supported in your version by upgrading your copy. To upgrade your copy of PaperPort, contact the Visioneer Upgrade Center. For more information, see the technical support card that you received with your scanner.

PaperPort is currently busy and cannot complete this operation. Please close any open PaperPort dialogs before trying again.

PaperPort is currently busy and cannot accept the printed item. Please close any open PaperPort dialog boxes before trying again.

Close any open dialog box in PaperPort, and try the operation again.

PaperPort is busy and cannot be closed right now. Please wait until the current operation has completed, or close all PaperPort dialogs and try again.

PaperPort is busy processing. Wait one or more minutes, and then try quitting PaperPort again.

PaperPort cannot paste because the clipboard image is larger than the current page.

The image that you have cut or copied to the Clipboard is larger than the item on which you are trying to paste. Try copying a smaller image to the Clipboard. If you have a large image to paste, divide it into sections and copy and paste each section in turn. When pasting to a PaperPort item, PaperPort enables you to position the paste precisely before committing it.

Too many files were found. Please enter a different starting directory or file name and try the search again.

PaperPort found more files than it can display. Enter a different search criteria that will limit the search to a smaller number of files.

The image data being unpacked is damaged.

If you get this message while scanning, try scanning the item again. If you get this message while importing a file, the file may be damaged or there may be a disk error. You can run a disk diagnostic utility to investigate this, or use the MAXFIX.EXE utility. To start the MAXFIX.EXE utility, use the Run command in Program Manager. Then follow the instructions on the screen.

The system is too busy to accept a page from your scanner. Please scan this page again.

Your computer was busy doing something else, so the scanner could not talk with the PaperPort software. In most cases, scanning again will succeed. If not, quit other applications and try scanning again.

An unsuccessful application exit has left Windows in an unstable state. You should restart Windows.

This can occur if your computer "hangs" or "crashes" while PaperPort is running, or if some other error occurs. Try restarting Windows. Although you can continue to work in Windows, you will not be able to scan or start the PaperPort software again until you restart Windows.

PaperPort cannot create a calibration file. Your disk may be full or read-only.

Make sure that your disk is not full. The calibration file requires less than 100K of disk space. Note that you should have at least 1 MB of free disk space to use PaperPort. In addition, check that you have read/write access to the drive containing the PaperPort program directory.

APPENDIX B

Troubleshooting

"In the middle of difficulty lies opportunity."
—Albert Einstein

While using the PaperPort software, you may have problems. This appendix provides solutions to some common problems. The problems are grouped by the following topics:

- Image quality and appearance
- Printing problems
- Electronic fax problems
- OCR problems
- Import and export files
- Missing e-mail links

If you have questions and do not find the answers in this appendix, see Appendix A, "Messages."

Image Quality and Appearance

Images are too light or too dark.

To correct this, try adjusting image setting in the PaperPort scan settings. For more information, see Chapter 2, "Scanning Items," to adjust the scan settings.

Text is not clear.

Try the following:

- Adjust the brightness of the image in the PaperPort scan settings.
- Make sure that scan mode is set to Letter.
- Try calibrating the scanner. The installation guide that you received with your scanner explains the calibration process.

The image is crooked.

The PaperPort software includes an option to automatically straighten images. First, check to see if the Straighten Automatically option is selected in the PaperPort Preferences. To automatically straighten a page, PaperPort tries to detect the corner of the paper being fed. This option will not work if your paper is dog-eared, torn, or curled.

▼ **NOTE:** This option will not straighten an image that is crooked on the paper.

If the automatic page straightening option is deselected, you can manually straighten the page with the Straighten Page command in the Page menu.

Images have a black edge or border.

Make sure the option Trim Automatically is selected in the Scan Settings. To remove black edges, PaperPort tries to detect the border of the paper against the black roller. If your paper has dark or black areas all the way to the edge, these may accidentally be removed by this option; therefore, you would turn off this option.

To improve this option, you can try calibrating the scanner. The installation guide that you received with your scanner explains the calibration process.

Photos or graphics have white spikes or missing areas.

Deselect the option Trim Automatically in the Scan Settings. For more information, see Chapter 2, “Scanning Items,” to adjust the scan settings.

Scanned images have unwanted lines through them.

Calibrate the scanner. The installation guide that you received with your scanner explains the calibration process. If this does not get rid of unwanted lines, there may be ink, glue, white-out, or some other substance on the scanner's image sensor. You can clean it by feeding a fax machine cleaning sheet straight through the scanner just as you would when scanning a paper. These sheets are available at most office supply stores.

Printing Problems

Highlighter annotations are opaque when printed on HP LaserJet 4 printers.

The LaserJet 4 printer driver has two graphics modes: HP-GL/2 and Raster. Change the graphics mode to Raster.

To change the graphics mode:

1. From Program Manager, open the Printers Control Panel.
2. Select the **LaserJet 4 driver**.
3. Click **Settings**, and then click **Options**.

Images are reduced in size.

If necessary, PaperPort automatically reduces the size of the image to fit it on the page. For example, if you scan an 8.5 x 11 inches (21.59 x 27.94 cm) standard page, then the image in PaperPort will be 8.5 x 11 inches (21.59 cm x 27.94 cm) from edge to edge. However, most printers cannot print right up to the edge of the paper; therefore, to get the image to fit into this "printable" area, you must slightly reduce the size of the image.

Electronic Fax Problems

Import Fax for WinFax PRO 4.0 does not appear in the File menu.

Check your WIN.INI file for the line `Fax Path=<path>` under the section `[winfax]`, and then check this path for the file STATUS.FTM. If either is missing, try reinstalling WinFax PRO.

Fax link doesn't work.

In the PaperPort Preferences, click the Fax category, and make sure that the correct fax driver is selected. Once the correct fax driver has been selected, the fax software will start when you drop an item onto the Fax link icon. If the fax software still does not start, try reinstalling it.

OCR Problems

Items lose their formatting or have strange formatting codes in them.

The OCR link starts the wrong word processor.

You must configure the word processor link, specifying the correct output word processor, by choosing Preferences from the Edit menu and then clicking the Text icon under Category.

A high percentage of incorrect characters appear in an item that was converted with the OCR link.

The accuracy of the OCR link depends in large part on the quality, size, and structure of the original document and on the quality of the scan itself. To obtain the best possible results when using the OCR link, do the following:

- Scan your documents using PaperPort's Letter scan mode. It is optimized for OCR performance.
- Process only pages that have crisp, clear text. Letters that have gaps, that "bleed" along their edges, or that touch other letters will not work well with the OCR link. Note also that underlining and text that are close to nontext items, such as graphics, will also degrade OCR results.

- Process only pages that contain 9-point text or larger.
- Adjust the Image setting to get the densest, clearest letters without any "bleeding" along their edges.
- Straighten pages either by rescanning the pages or by using the Straighten Page command.

Importing and Exporting Files

Exported files expand in size when opened in a paint program.

Many paint programs ignore the dpi resolution information in BMP, PCX, and TIFF files. These programs assume that the resolution of the file is the same as the current screen resolution. Because these files actually contain more information than the screen, they grow in size. Instead of using the export command, you can open the item in Page View, cut out the information, and then paste it into the application you want to use or into a new file in a paint program such as Paintbrush. You can also open the file in a graphics program that accurately reads the dpi resolution contained in the file.

Unable to import a file.

Check whether the file you want to import is saved in the appropriate format—for example, check whether the file is a BMP, PCX, or TIFF file. If it is none of these, select the appropriate file type and try importing the file again. You can also try opening the file in a paint program such as PC Paintbrush. Use the Save As command in the paint program to save it as BMP file and give it a new file name. Then try opening the new file in PaperPort.

Missing E-Mail Links

This section describes messages and problems that can occur when using e-mail links.

Lotus Notes link icon does not appear.

The link to Lotus Notes requires the file NOTES.EXE. The path to this file must be entered in the LOTUS.INI file.

To make sure that the Lotus Notes icon appears:

1. Check that the file LOTUS.INI exists in your Windows directory. (If not, skip Steps 2 and 3 and read the paragraph that follows the steps.)
2. Check this file for the line `Notes=<path>`.
3. Check this path for the NOTES.EXE file. If either is missing, try reinstalling your Notes client.
4. Check your WIN.INI file for the [Mail] section. Make sure that there is a key entry of SMI=1.

In some cases, Lotus Notes may be configured in such a manner that PaperPort cannot find the files, SM1.dll or NOTES.EXE. You can manually tell PaperPort where to look for the NOTES.EXE file if you add certain lines to the MAXOPTS.INI file in your C:\PAPRPORT directory. In MAXOPTS.INI, add the following line in the section [Lotus Notes Mail Link] specifying the path to NOTES.EXE:

```
AppFile=c:\NOTES\NOTE.EXE
```

Lotus cc:Mail link icon does not appear.

You need to contact your e-mail system administrator. The link to Lotus cc:Mail requires a set of Lotus cc:Mail files called VIM (Virtual Interface for Messaging). VIM was not shipped with Lotus cc:Mail versions prior to 2.0, but it can be downloaded from the cc:Mail forum on CompuServe and from the Lotus cc:Mail bulletin board service (BBS).

Versions 2.0 and later include VIM. Check for the following:

1. If VIM is installed but the cc:Mail link still does not appear, check your WIN.INI file for the line SMI=1 in the section [MAIL] and the entry ProgramPath=<path> in the section [cc:Mail].
2. Check this program path for the presence of the VIM files CCEDIT.DLL, CCUTIL.DLL, VIM.DLL, SMI.DLL, CCSMI.DLL, CHARSET.DLL, COMDLG.DLL, MAILENG.DLL, MEMMAN.DLL, CDVIM.DLL, VERINFO, and README.TXT.

   If any of these files are missing, then VIM has not been properly installed in this directory. Try reinstalling it.

Microsoft Mail link icon does not appear.

The Microsoft Mail link requires the file MAPI.DLL. Check for the following:

- Make sure that the path to this file, which is usually C:\MSMAIL, is included in the path statement in your AUTOEXEC.BAT file.
- The WIN.INI file must include the line MAPI=1 in the [Mail] section.
- Installing Novell GroupWise will overwrite MAPI.DLL, making MS Mail unavailable.

WordPerfect Office link icon does not appear.

To correct this problem, do the following:

1. Make sure that the file WPC.INI in your Windows directory contains the entry WPOF=<path>\ofwin.exe (where <path> represents the location of OFWIN.EXE) in the [AppServer] section.
2. Make sure that the file WIN.EXE is in the specified path. If it is not, check with your network or system administrator.

▼ **NOTE:** If Novell GroupWise has been installed, the WordPerfect Office link will disappear. Novell GroupWise is an upgrade to the WordPerfect Office.

Da Vinci eMAIL link icon does not appear.

To correct this problem, do the following:

1. From the **Edit** menu, choose **Preferences**. The PaperPort Preferences dialog box appears.
2. Click the **Da Vinci** icon in the **Category** area.
3. Enter the path for the Da Vinci EMAILWIN.EXE file.
4. Run Da Vinci eMAIL at least once on your computer before running PaperPort, so that the link icon appears.

APPENDIX C

Obtaining and Installing PaperPort Viewer

"From small beginnings come great things."
—Proverb

With PaperPort Viewer, you can share PaperPort items—including articles, letters, contracts, budgets, reports, and photos with others who do not own PaperPort. PaperPort Viewer lets others view and print PaperPort items.

This appendix explains:

- How others can obtain PaperPort Viewer if they do not own PaperPort.
- How you can install PaperPort Viewer on a Macintosh computer or an IBM PC or 100-percent compatible computer.

▼ **NOTE:** PaperPort Viewer for Windows 3.0 can read files created in PaperPort versions 1.0, 2.0, 3.0, 3.5, and 3.6. PaperPort Viewer for Macintosh 2.0 can read files created in version 2.0 but not 3.0. Thus, if you're sending a scanned item to someone to view with PaperPort Viewer for Macintosh, export the item as a PaperPort 2.0 file.

Obtaining Extra Copies of PaperPort Viewer

PaperPort Viewer is available free on many online services, such as the World Wide Web, America Online, the Visioneer BBS, and CompuServe. For example, on CompuServe, PaperPort Viewer is available under the Office Automation Vendor Forum. For the telephone number of the Visioneer BBS or to contact Visioneer, see the technical support card that you received with your scanner.

You can distribute PaperPort Viewer to others free of charge. One way to send someone PaperPort Viewer is to attach the PaperPort Viewer file to an e-mail message and then send that e-mail message to the recipient.

Installing PaperPort Viewer for Windows

You can install PaperPort Viewer for Windows from a CD or disks.

Hardware and Software Requirements

To run PaperPort Viewer for Windows, you need the following software and hardware:

- An IBM or a 100 percent–compatible personal computer with a 386 microprocessor or higher
- Windows 3.1 or later
- 4 MB of memory
- 1 MB of hard disk space
- A VGA monitor or better
- A CD-ROM drive if you're installing from the PaperPort CD

Installing from the PaperPort CD

The PaperPort CD includes PaperPort Viewer for Windows. See the installation guide that you received with your PaperPort scanner for instructions about installing PaperPort Viewer from the CD.

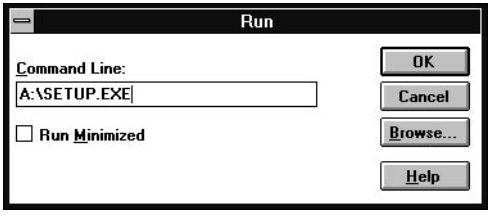
Installing from Disks

You can install PaperPort Viewer for Windows on a hard disk by using the Setup program (SETUP.EXE).

To install PaperPort Viewer for Windows:

1. Start Windows.
2. Insert the PaperPort Viewer for Windows disk into the floppy disk drive.
3. If you are using Windows 3.1, choose **Run** from the Program Manager's **File** menu. The Run dialog box appears.

   If you are using Windows 95, click the **Start** button, and choose **Run** from the list of commands.
4. Type either `A:\SETUP.EXE` or `B:\SETUP.EXE` in the Run dialog box, depending on the drive from which you are installing PaperPort Viewer.



5. Click **OK**. The PaperPort Viewer Setup screen appears.
6. Follow the instructions on the screen to install PaperPort Viewer for Windows.

INSTALLING PAPERPORT VIEWER FOR MACINTOSH

This section describes how to install PaperPort Viewer for Macintosh.

HARDWARE AND SOFTWARE REQUIREMENTS

To install PaperPort Viewer for Macintosh, you need the following:

- A Macintosh Plus or a later model
- System 6.0.4 or later
- 2 MB of memory
- 400 kilobytes (K) of hard disk space
- A color or grayscale monitor (recommended)

USING THE MACINTOSH INSTALLER

PaperPort Viewer for Macintosh is a self-extracting archive file. Copy the file onto your hard disk or have it on a disk before starting.

To install PaperPort Viewer for Macintosh:

1. Display the Macintosh desktop.
2. If the PaperPort Viewer.sea file is on your hard disk, skip to Step 3; otherwise, insert the floppy disk with the file PaperPort Viewer.sea.

3. Double-click the file **PaperPort Viewer.sea**.
4. Click **Continue**. The directory dialog box appears.
5. Select the drive and folder where you want to install PaperPort Viewer, and click **OK** to begin the installation.

STARTING PAPERPORT VIEWER

How you start PaperPort Viewer depends on your computer platform.

- For Windows, open the PaperPort program group and double-click the PaperPort Viewer icon.

- For Macintosh, double-click the PaperPort Viewer application icon on the Macintosh desktop.

APPENDIX D

Technical Information

"Any sufficiently advanced technology is indistinguishable from magic."
—Arthur C. Clarke

This appendix describes the specifications for the PaperPort software.

Installation Log

PaperPort Setup creates a log file, PPSETUP.LOG, in your Windows directory. You or a Visioneer Technical Support person can use this file to diagnose installation problems; otherwise, you can delete this file from your Windows directory.

Uninstalling PaperPort

The Uninstall program deletes all PaperPort program files from your hard drive, and also removes all references to PaperPort from the Windows system files. *Because you may want to re-use scanned items later, the Uninstall program will not remove the PaperPort data directory containing your scanned items.* To delete those files you must do so manually using the Windows File Manager after the uninstall process is done. If you do not delete those files, and later re-install PaperPort, your scanned items will still be available.

To uninstall PaperPort, double-click the Uninstall PaperPort icon in the PaperPort program group. A dialog box asks you to confirm that you want to remove PaperPort. The next dialog box asks to restart Windows to complete the process. After Windows restarts, your files are deleted.

Table of Contents

PaperPort Software Specifications

Input

Scanning modes	Article: 200 dpi, 1 bit Letter: 300 dpi, 1 bit Business Card: 400 dpi, 1 bit Snapshot: 100 dpi, 4 bit Photograph: 100 dpi, 8 bit Custom: 100, 200, 300, or 400 dpi; 1, 2, 4, or 8 bit
Print to PaperPort Desktop	Up to 300 dpi x 300 dpi
Imported images	Up to 2400 dpi x 2400 dpi Up to 24-bit

Output

Supported printers	Any Windows-compatible printer
Supported export/import formats	PaperPort for Windows, TIFF (multiple formats), PCX, PDF (export only), DCX, GIF, BMP, and JPEG

PaperPort Software Specifications (Continued)

Supported third-party applications (and minimum supported version levels)	Adobe Photoshop 2.5 and 3.0, Caere FaxMaster, Caere Omni Page Direct, Caere OmniPage LITE, Caere OmniPage Limited Edition, Caere OmniPage Pro, CompuServe Mail, Corel PhotoPaint, DaVinci eMAIL, WinFax PRO, ExpressFax, FaxAbility, FaxMaster, Fax Sender, FaxWorks, Intel FaxAbility, Intel Proshare, KidPix, Lotus AmiPro, Lotus 1-2-3, Lotus cc:Mail, Lotus Notes Mail, Microsoft Excel, Microsoft Mail, Microsoft Word, Microsoft Write, Novell GroupWise, Novell Quatro Pro, Windows Paintbrush, Phoenix Eclipse FAX, Proshare, Trio Datafax, UltraFax, WordPerfect, WordPerfect Office, WordStar, ZSoft

Maximums

Number of pages per stack	2500
Number of annotations per page	300
Length of item name	30 characters
Length of a scan page	30 inches (76.2 cm)

GLOSSARY

"Language grows by introducing new words, but a language consisting only of new words and a new syntax would be indistinguishable from gibberish."
–E.H. Gombrich

actual size	The size of the page when it was scanned (not enlarged using zoom in or reduced using zoom out).
annotation	A word, a note, a mark, or highlighting added to an item.
Annotation Tool Bar	A group of icons that represent the tools used to add annotations to a PaperPort page. The Annotation Tool Bar is available only in Page View.
Arrow tool	An Annotation tool for drawing straight lines with or without arrowheads.
bit depth	The number of bits used to process scanned images. The greater the number of bits, the more colors or levels of gray that can be used to display the image.
bitmap	A dot-by-dot representation of an image.
BMP file	A Microsoft Windows bitmap file that has the extension .BMP. A bitmap file defines an image (such as the image of a scanned page) as a pattern of dots (pixels).
calibrate	To adjust the PaperPort scanner so that it produces the cleanest possible image when you scan.
COM port	A serial port on the back of your computer where you plug in the scanner.

Command Bar	A group of icons on the PaperPort Desktop that are shortcuts for commands available in the PaperPort menus.
container application	An application into which an OLE object is inserted. That application contains the object.
crop	To remove part of an image in Page View. The portion of the image that is selected remains, while the portion that is not selected is removed.
crosshair cursor	A cursor in the shape of a plus sign (+). This cursor appears when you use certain Annotation tools.
Desktop View	The overall view of your PaperPort items, with thumbnails (small graphic representations) showing the pages and stacks as if spread out on a desktop.
electronic fax	The software that you use with a modem for sending a fax. See *fax* for more information.
e-mail	An abbreviation for *electronic mail*. Software that you can use to electronically transmit items over a communications network.
fax	An abbreviation for *facsimile*.The electronic encoding of a printed page, and the transmission of the electronic page over a telephone line. PaperPort can send items to electronic fax applications, which require a modem and fax software.

file format	The way that the contents of a file are structured by an application or group of applications.
Freehand tool	An Annotation tool you use to draw a circle or any other shape on a PaperPort page.
GIF	Graphics Interchange Format, an image format used by CompuServe.
grayscale	Shades of gray that represent light and dark portions of an image. Color images can also be converted to grayscale where colors are represented by various shades of gray.
Highlighter tool	An Annotation tool that works in the same way as a highlighter marker. This tool adds a color over selected areas of a page.
imaging mode	Refers to the dithering of an image as it is scanned. With this scanner, the mode can be error diffusion (for photos and graphics) or threshold dithering (for text).
item	A page or a stack of pages on the PaperPort Desktop.
JPEG	Joint Photographic Experts Group, an international standard for compressing digital photographic images.
link	A connection to an application or device that you can use to send information from PaperPort to other applications, such as e-mail, electronic fax, and OCR links.

Link Bar	The icons at the bottom of the PaperPort Desktop View that represent applications installed on your computer, such as electronic fax software.
linked application	An application installed on your computer that you can use with PaperPort. For example, you can use OCR software to translate a PaperPort item into text.
Mark-Up tool	An Annotation tool designed for adding text to preprinted forms scanned into PaperPort. You can search for words in a mark-up by using the Find command.
OCR	*Optical character recognition*, the technology of translating characters in a graphic image of a printed page into machine-readable characters that you can edit using a word-processing program.
OLE	Object linking and embedding, an industry-standard method for inserting an object into a document. The object retains a connection, or link, with its original application so that double-clicking on the object in the document opens the object's original application.
page	A PaperPort term that refers to a one-sheet item or one sheet of a stack.
page markers	The elevated vertical lines on the PaperPort scanner that act as guides to inserting a page.

Page Navigator	The buttons you click in Desktop View or Page View to move from page to page in a stack or to go to a specific page.
Page View	A close-up view of one page, which lets you read and annotate the page.
Pan tool	An Annotation tool for quickly scrolling an image in Page View.
paper return	The sliding top on the PaperPort scanner that you adjust to send scanned pages either straight through or back toward you when scanning.
parallel port	A port on the back of your computer where you can plug in the PaperPort scanner if the serial (COM) port is not available. The parallel port is often used to connect to a printer.
PCX file	A graphics file format used by many popular paint programs, such as PC Paintbrush.
PDF file	A document file format that is used with Adobe's Acrobat application. PDF, which stands for Portable Document Format allows files to be viewed using Acrobat regardless of the original application used to create the files.
Pointer tool	The tool on the Annotation Tool Bar for selecting an annotation to cut, copy, or paste.
resolution	The sharpness of an image, measured in dots per inch (dpi). The higher the dpi, the greater the resolution.

scanner	A device, such as the PaperPort scanner, that converts a printed image or document into a bitmapped computer screen image or file.
search criteria	Data used to find items in PaperPort.
Selection tool	An Annotation tool used to select part of an item to cut and to paste to the Clipboard.
stack	A PaperPort item with two or more pages.
sticky note	An annotation that is a multiline, resizable note. Similar to a paper sticky note, it covers the item information beneath it. You can move a sticky note or collapse it to an icon. You can search for words in a sticky note by using the Find command.
thumbnail	A small graphic that represents an item on the Desktop.
TIFF file	Tag Image File Format, a common graphics file format.
TWAIN	An industry-standard method for scanners and software to get scanned images into documents. If you are using a TWAIN-compliant scanner or software you can usually start it directly with a Scan button or command.
zoom in	To make a page larger on the screen so that you can see more detail.
zoom out	To make a page smaller on the screen so that you have a broader view of that page.

INDEX

A

Acquire command 33
Actual Size command 44
adding
  annotations 107
  lines and arrows 108
  notes to a item 103, 105
America Online 154
annotation
  adding
    freehand 107
    highlighting 106
    lines/arrows 108
    mark-up 106
    picture 111
    sticky notes 103
  collapsing/expanding 104
  copy and paste 99
  customizing 111
  cutting, copying, and pasting 115
  deleting 117
  displaying/hiding 116
  editing text 114
  finding 90
  finding a page in a stack 89
  freehand 107
  highlight 106
  in MAX files 82
  moving 114
  picture 109
  printing 124
  removing from a page 29
  resizing 114
  rotating a page 46
  sticky notes 102, 103
  undoing 116
Annotation Tool Bar 42
Annotation tools description 43
Arrange button 36, 37, 39
Arrange Desktop command 39
Arrange Selected Items command 39
arranging documents 39
Arrow pointer tool
  See pointer tool
Arrow tool 43
arrowhead line 43
arrows
  drawing/customizing 108, 109
  line width of 109
audit trail, creating with PaperPort 62
Automatic Page Orientation 129

B

background color 113
black edges, removing from an image 27
BMP 76, 81
Brightness of Scan 25
Browse button 36, 37, 68
Browse command 68

C

Case Sensitive 88
Change Title command 41
circling text 43
Clean Page command 23, 29
Collapse Sticky Notes command 104
color
  annotations, customizing 111
  command 111, 113
  note background 113
  screen 31
combining items 52–54
Command Bar 33, 36, 42
  buttons 36
  command 38
  Desktop View 36
  Page View 42
comments in summary information 86
compressing files 83
CompuServe 154

copy an item
in a new folder 66
with the Ctrl key 66
Copy As Text command 100, 123, 124
Copy command 100, 110, 114, 116
copying
annotations 115
documents 59
pasting annotations 99
while dragging 59
create new folders 70
creator definition 86
Crop command 102
cropping an image 101
crosshair cursor 10
Ctrl key
copying an item 66
duplicating with 59
cursor, crosshair 10
Cut command 114, 116

D

dark image, lightening 25
DCX 76, 81
default view 31
Delete command 40, 74, 114, 117
Delete Item command 40
Delete key 74
deleting
annotations 117
documents 39
folders 74
Delrina WinFax 126
Deselect All command 48
deselecting items 48
deskew 26, 27
Desktop (PaperPort)
arranging items 39
list of items 68
printing to 14, 84
using the Browse button 68
Desktop button 36
Desktop View
arranging documents 39
description 36
displaying folders 71
dirt on images, cleaning 29
disk space, compressing files for 83
displaying
annotations 116
Desktop View/Page View 47
folders 71
items in folders 67
document
adding annotations 105
cleaning a page 29
displaying pages 7, 42
linking
OCR software 122
printer 124
moving thumbnails 39
selecting 48
sending e-mail 127
stacking 52–54
straightening a page 26
See also item
Document Navigator 42
DOS file, exporting as 81
drag and drop
filing an item 65
sending a fax 13
stacking pages 5, 53
drawing on a page 107
Duplicate button 36, 37, 59
Duplicate Current Page command 59
Duplicate Item command 59

E

editing
annotations 114
text 16, 122
electronic fax
See fax
e-mail
link 121
receiving a PaperPort document 128
sending documents 127
using with PaperPort 127
Enhance Lines command 30
Excel spreadsheet 14, 84
Expand Sticky Notes command 104
Export command 81
exporting
file formats 81
file size 82
using OCR software 123, 124

F

F3 key, shortcut for find next 89
fax
hiding annotations on 125, 126
linking 126
quick steps 13
reading in PaperPort 126
sending a spreadsheet 14
Fax icon 13, 121, 129
file formats
export types 81
import types 77
file name for a .MAX file 82
file(s)
bringing into PaperPort 84
compressing 83
finding to import 79
importing
from other applications 76–77
MAX file 78
items in folders 65
printing to PaperPort 85
SETUP.EXE 155
size when exporting 82
Find All command 88
Find Annotation command 90
Find button 36, 37, 87
Find command 88
Find File button 79
Find Item command 86, 87, 90
find items
options 88
specifying what to find 86
using keywords 86
Find Next command 89, 90
First Page command 55
Fit to Window command 44
Flip command 46
folder
changing title 71
creating new 70
deleting 74
description of 64
display or hide 71
example 62
filing items 65–66
flashing 65
items in 67
seeing items in 68
suggestions for 63
Font command 112
form, filling in 106
freehand annotation
adding/customizing 107
drawing 107
See also annotation
Freehand tool 43, 107

G

GIF 76, 81
Go to Page command 7, 55
graphic 100
  importing 77
  pasting from PaperPort 99
  positioning 111
  problem moving 111
  See also picture annotations
Graphics link 121

H

hand pointer 100
handle 114
hiding
  nnotations 116
  folders 71
highlighted folder 65
Highlighter tool 43
highlighting
  areas 43
  information 106
  See also annotation

I

icons
  Command palette 36
  Link Bar 120
image
  cropping 101
  improving 23
  moving 100
  moving after pasting 111
  rotating 46
  skewed 27
  too light or dark 25
Import command 76, 77, 78
Import dialog box 77
Import Fax command 126
import MAX files 78
import, finding MAX file 79
Import/Export icon 83
importing
  formats 77
  from other applications 76
installing
  OCR software 122
  PaperPort Viewer
    Macintosh 156
    Windows 155
item
  adding a new page 58, 59
  browsing 68–69
  changing the title 41
  combining 52–54
  copying 59
  creating a new one 109
  deleting 40
  deselecting 48
  filing
    when scanning 64
    in a folder 65, 66
  finding 86
    using annotations 90
    using keywords 86
  giving a title to 6, 40
  navigating between pages 55
  printing 124
  removing from the PaperPort Desktop 39
  reordering pages 57
  scanning in groups 25
  selecting 48
  unstacking 56

J

JPEG 81
JPEG compression 83

K

keywords, definition 86

L

Last Page command 55
light image, darkening 25
Line Arrowhead command 109
Line Width command 107, 108, 109
lines
  adding to a page 43
  changing the width 108
  customizing 108
  drawing 108
Link Bar 36, 38, 120
links
  e-mail 127–128
  fax 120, 125
  OCR software 122–124
  printer 124
  submenu 122
Links command 122, 123, 125, 127
logo, adding to a page 99
Lotus cc:Mail
  double-clicking an attachment 128
  using with PaperPort 127

M

magnifying page
  in Page View 44
  See zoom in/out
mail
  See e-mail
Main Folder, using 64
marking up
  document 105
  text box for 106
Mark-Up tool 43, 106
Match All Fields 88
Match Any Field 88
MAX 76, 81
MAX file
  annotations in 82
  file names 82
  finding to import 79
  importing into PaperPort 78
menu bar 36
moving
  annotations 114
  thumbnails 39
multiple items, selecting 48

N

navigating in a stack 55
New Folder command 70
New Folder dialog box 70
New Item command 59, 109
New Page command 58, 59
Next Page command 55
notes
  See sticky notes

O

OCR
  copying 124
  copying as text 100
  icon 121
  installing 122
  link 121
  too many pages 122

P

page
  actual size 44
  adding notes/text 43
  cleaning 23, 29
  drawing on 107
  finding in a stack 89
  flipping 46
  giving a title to 6
  graphics, adding 100
  highlighting information 43
  inserting into a stack 59
  magnifying 44
  navigating between pages 7
  not accepted by OCR 122
  printing 124
  reducing 44

page (*continued*)
reference line to straighten a page 28
reordering 57
rotating 46
stacking 5
straightening if scanned crooked 26
Page button 36
Page menu 55
Page Navigator 5, 36, 42, 55
Page View
adding annotations 105, 111
Command Bar 42
creating a new item 109
cropping on 101
displaying 7, 42
fitting an image into 44
opening 7, 42
Paintbrush icon 121
Pan tool 43
PaperPort
changing view 47
default view 31
desktop
overview 2
printing to 84
icon 2
MAX file 81, 82
Preferences command 31
program group icon 2
sending a fax 13
starting the software 2
startup window for 31
using with MS Excel 14
PaperPort Viewer
getting 154
installing
Macintosh 156
Microsoft Windows 155
paste
graphic, positioning 111
picture annotations 109
selection 100
Paste command 100, 110, 114, 116
PCX 76, 81
personal folders
description 64
example 62
seeing filed items 67
suggestions for 63
photo, setting the scan mode for 18
picture annotations 111
Pointer tool 43, 104
preferences
dialog box 18, 120, 129
for JPEG compression 83
Previous Page command 55
print
command 124
item 124
to desktop 84
to PaperPort 85
using the Printer icon 124
Print options 125
Print to Desktop 84
Printer icon 120

Q

quality of image, changing 23

R

ragged edges 27, 29
reference line, to straighten page 28
removing
annotations 115
documents 39
Reorder command 57
reordering pages 57–58
resizing annotations 114
retitle a folder 71
Return button 38

rotate
image 46
page 46
page with annotations 47
Rotate button 36, 37, 46

S

Scan button 33, 36, 38
Scan Mode
scan photo 18
Scan Settings
preferences dialog box 25
Straighten Automatically 27
Trim Automatically 27
Scan to Desktop 31
Scan to Page View 31
scanner
how it scans 33
TWAIN device 32
using another 38
scanning
getting a sharper image 23
groups of items 25
setting brightness 25
using another 38
with TWAIN devices 32
search
criteria 87
direction and options 88
for items 86
Search All 88
Search Current 88
Select All command 48, 115
Select Source command 33
Select Source dialog box 33
selecting items 48
Selection tool 43
Settings button 36, 37
Setup program 155
SharpPage 26, 27
Show Annotations command 116, 125
Show Text with Icons 31
single page, stacking 56
software, starting 2
spreadsheet, bringing into PaperPort 14, 84
stack 89
adding page 59
copying 59
creating
using drag and drop 53, 54
using the Stack command 54
definition 52
navigating between pages 55
reordering pages 56
section separator for 59
summary information 85
unstacking pages 56
viewing pages 7, 42
Stack button 36, 37, 54
Stack command 54
stack pages 5
Stack Selected Items command 54
Startup Window for PaperPort 31
Status Bar 36, 42
Sticky Note tool 43
sticky notes
adding 10
changing size 11
collapsing/expanding 104
customizing 111
setting background color 113
See also annotation
Straighten Automatically 27
Straighten Page command 23, 26
Straighten Page tool 43
straighten page, removing annotations 29
Summary Info command 85
summary information
dialog box 85
lost when stacking items 85
uses of 85
system requirements
PaperPort Viewer
Macintosh 156
Windows 154

T

text
- circling 43
- converting images to 122
- customizing annotations 114
- editing 16
- highlighting 106
- underlining 43, 107

text insertion pointer 114
thumbnail 33, 39
TIFF 76, 81
title
- adding to an item 6
- changing 41
- length of 40
- naming
  - folders 71
  - items 40
- viewing 41

Tool Palette command 38
tools description 43
Trim Automatically 27

U

underlining text 43
Undo All Changes command 116
Undo All command 111
Undo command 29
Undo New Annotation command 116
Undo Paste command 111
Undo Rotate command 46
undoing annotations 116
Unstack button 36, 37
Unstack command 56
Unstack Current Page command 56
unstack one page 56
Unstack1 button 36, 37
Unstack1 command 56
Use Gray Dialog Background 31

V

view
- changing 47
- customizing 38
- Desktop View 2
- selecting default view 31

W

Whole Word Only option 88
word processor, converting text for use with 122
word processor icon 121
Word-processing link 16, 121, 122, 123

Z

zoom in/zoom out 44
Zoom Navigator 42, 44

CONTACTING VISIONEER

For support of your PaperPort scanner or software, please contact Visioneer. Visioneer provides support in a variety of ways:

- You can have Tech Notes and other information sent directly to your fax machine from the Visioneer automated fax-on-demand center. You can also fax questions directly to the technical support staff.
- You can reach Visioneer on America Online, CompuServe, World Wide Web, Internet, and other online connections. You can download Tech Notes, post questions, or chat with other PaperPort users.
- You can call the Visioneer technical support hotline.

For specific information and numbers to call, see the technical support card that you received with your scanner.

Table of Contents

Use this page to calibrate your scanner. ✂ 1. Cut along the dotted line. ↑ 2. Insert the page this way into the scanner. ↑